

# ESSAY PLANNING GUIDE

## **Introductory Paragraph (1)**

- A – Make a General Statement to get the reader's attention
- B- Refer to the *Topic Sentence (Main idea)* and state your Position
- C- Mention your First, Second and Third Ideas / Reasons to support your topic sentence
- D- Do not give Details
- E- Finish with a Concluding Sentence

## **BODY PARAGRAPH (2)**

- a- Use a Transitional word or phrase
- b- Mention and explain the First Supporting Idea / Reason
- c- Use *FIRES*
- d-Finish with a concluding Sentence

## **BODY PARAGRAPH (3)**

- a- Use a Transitional word or phrase
- b- Mention and explain the Second Supporting Idea/Reason
- c- Use *FIRES*
- d- Finish a concluding sentence

## **BODY PARAGRAPH (4)**

- a- Use a Transitional word or phrase
- b- Mention and explain the Third Supporting Idea/Reason
- c- Use *FIRES*
- d- Finish with a concluding Sentence

## **CONCLUDING PARAGRAPH (5)**

- a- Use a Transitional word or phrase
- b- Paraphrase the topic sentence and the main ideas or reasons covered in the body paragraphs.  
(Brief Summary of Topic Sentence and Main Supporting Ideas / Reasons)
- c- Restate your opinion
- d- End with a very interesting and colorful sentence

# HOW TO PRESENT THE DETAILS FOR YOUR SUPPORTING INFORMATION.

The details for your supporting information is presented by means of a technique called **FIRES or FRIES**

**Facts** are pieces of information that are true, real events or situations, examples where your opinion shows in real-life activities (use *action verbs*).

**Incidents** are unusual, serious things than happen, anecdotes that demonstrate how things happen (use narration).

**Reasons** are the causes or facts that explain something, often after it has happened or been done.

**Examples** are specific facts, ideas, persons, or things that are used to explain or support a general idea, instances that show your point of view. (use explanation, or just mention the example, use transitions like *for example, for instance, such as*).

**Statistics** are numbers which represent a fact or measurement, in an essay is the detail that gives a numerical example to support your opinion. So, when you say: 70 % of the population have expressed ..., Most of the students..., half of the people I asked think ..., the majority of, the bulk of