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| **Read the question and Identify:** | **Who** are you writing for? (audience) | | |
| **Why** are you writing? (purpose) | | |
| **What** are you being asked to write? (form) | | |
| Does the writing need to be formal / informal (circle the correct answer) | | |
| **INTRODUCTION** | | The main point you intend to make | |
| POINT / ARGUMENT 1: | | Useful Words and Phrases  INTRODUCTORY PHRASES  In my opinion…  I believe…  It is my belief that…  There is no doubt that…  From my point of view…  It seems to me that…  I question whether…  I (dis) agree with…  SUPPORTING PHRASES  Some believe that…  I maintain that…  In my opinion…  Therefore…  Moreover…  For this reason…  I feel that…  Surely…  It is certain…  CONCLUDING PHRASES  For the reasons above…  As you can see…  As I have noted…  In other words…  On the whole…  Without a doubt…  Obviously…  Undoubtedly…  In any case…  In any event… | |
| Point:  Evidence:  Explanation: | |
| POINT / ARGUMENT 2 | |
| Point:  Evidence:  Explanation: | |
| POINT / ARGUMENT 3: | |
| Point:  Evidence:  Explanation: | |
| CONCLUSION | | Sum up your main argument | |
|  | | | |
| READ AND CHECK THROUGH | | | |
| A F O R E S T | | | How many have you used? |
| Is your argument clear? | | | Y / N |
| Have you used a new paragraph for each new idea? | | | Y / N |
| Do you have CAPITAL letters for all names and at the beginning of all sentences? | | | Y / N |