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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 PhrasesINTRODUCTORY PHRASESIn 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 PHRASESSome believe that…I maintain that…In my opinion…Therefore…Moreover…For this reason…I feel that…Surely…It is certain… CONCLUDING PHRASESFor 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 |