

# HOW TO WRITE A PAPER

Instructor: Dr. Gene M. Adams

1. Two questions:
  - a. What am I going to write about? Topic
  - b. What am I going to say about it? Thesis Points
  
2. Topic
  - a. Only one topic
  - b. Short, brief, concise ...
  
3. Thesis Points
  - a. Short, brief, concise ...
  - b. Parallel
  
4. Thesis sentence

The purpose of this paper is to discuss (topic) as presented by (as seen by, in terms of, etc.) (A), (B), and (C) .
  
5. Introduction
  - a. Background or setting
  - b. Introduction leads into Thesis Sentence
  - c. Thesis sentence is your last sentence in your introduction
  - d. There is more to an introduction than a Thesis Sentence
  
6. Body
  - a. Development of Thesis Points
  - b. Develop in order as stated in your Thesis Sentence
  
7. Conclusion
  - a. No new information
  - b. Thesis Points restated
  
8. No: Contractions
  
9. No: I, me, my, mine (first person personal pronouns)
  
10. No: Hanging prepositions

11. No: Retelling of the story line
12. No: Verb tense shift
13. No: w/, w/o, &, etc.
14. Cheat cards
  - a. 1 - 3 x 5 index card
  - b. Introduction, Thesis Sentence
  - c. Do not write your paper on the card
15. Underline book titles
16. Write clearly
17. To do before paper is handed in
  - a. Name in upper right hand corner
  - b. Date under name
  - c. Topic in upper left hand corner
  - d. Underline Thesis Sentence
  - e. Number Thesis Points in Thesis Sentence, in body of paper, and in conclusion  
(Do not number paragraphs. Number words)  
(Use any number only three times – once in the Thesis Sentence, once in the body when the word is first used, and once in the conclusion.)