

## Simple Essay Construction Plan

**Example sentences based on the State of Florida prompt: “Explain what good work habits people should have.”**

### **Introduction Paragraph: Four/Five-Sentence Plan**

**1st.** Open with a simple, insightful, statement about your **topic** that the reader will accept. Use the last sentence of your introduction paragraph to help create this initial statement. Writers should not simply restate the writing prompt. Avoid "absolute" words like *all, always, every, and no one*.

**Example: Businesses need success to prosper.**

**2nd.** The second sentence narrows the idea presented in the opening statement and leads the reader toward the specific focus of the essay. The reader must accept the second sentence as a natural transition from the first sentence.

**Example: Employees are an important component of any businesses' success.**

**3rd.** Create a complex sentence that **expands** on the first two sentences. Useful transition words/phrases to begin the sentence with include: because, although, when, if, sometimes, in order, and after.

**Example: In order for a business to be successful, its employees must possess solid work habits.**

**4th.** Optional. The writer may need this sentence to get to their final point.

**5th.** The last sentence of the introduction paragraph states what the piece will show or attempt to prove to the reader, and it includes all of the main points to be discussed in the body paragraphs.

**Example: Because employers want to succeed, they look for employees who have a positive attitude, provide customer service, and are willing to ask questions in order to improve.**

### **Body Paragraph: Five-Sentence Plan (use this plan for EACH OF YOUR BODY PARAGRAPHS)**

**1st.** Open with a simple statement about your **main point** that the reader will accept. Use the third sentence of your body paragraph to help create this initial statement. Avoid "absolute" words like *all, always, every, and no one*.

**Example: Sometimes focusing on a solution rather than the problem can lead to success.**

**2nd.** Create a complex sentence that expands on the first sentence. The reader must accept the second sentence as a natural transition from the first sentence. Useful transition words/phrases to begin the sentence with include: because, although, when, if, sometimes, in order, and after.

**Example: If a difficult work situation is approached with a positive attitude, then a solution is more likely.**

**3rd.** Clearly state your main point for the paragraph. Connect the main point back to the opening point of the introduction paragraph.

**Example: An employee with a positive attitude can help a business succeed by solving problems before they get out of hand.**

**4th.** Provide an concrete example for your main point that relates to the overall topic. Useful transition words/phrases to begin the sentence with include: for example, for instance, and to illustrate. Moreover, this is a good time to **use an "if, then" construction** in the sentence.

**Example: For example, if a store employee notices a dangerous situation created by another employee that could injure a customer, focusing on a solution rather than blame might avert an accident.**

**5th.** Provide details or further discussion about your example to further illustrate the specific ideas for the reader.

**Example: The employee might call for assistance to fix the problem and direct customers away from the area until the problem is solved.**

### **Conclusion Paragraph: One-Sentence Plan (Use this for timed writing. Other writing will require a more extensive conclusion.)**

**1st.** Restate the main conclusion of your essay and the main points used to try and show or prove your conclusion.

**Example: Employees are an important part of any successful business and employers should look for employees who have a positive attitude, provide customer service, and who are willing to ask questions in order to improve.**