**Writing Guidelines**

**and**

**Check List**

***Initial each item when you have completed it.***

***Checklist before you start writing paper***

1. \_\_\_\_\_ Make sure you understand the question and/or topic you are writing about. Please ask if you do not understand.
2. \_\_\_\_\_ Brainstorm ideas before you write - Choose the strongest ideas as your main points.
3. \_\_\_\_\_ Create a thesis for your paper - This is the main idea or position that you will support throughout your paper.
4. \_\_\_\_\_Outline – Create an outline that follows your thesis. Make sure you include supporting evidence and examples.

***Checklist while you write your paper***

1. \_\_\_\_\_ Introduction paragraph – This should have your thesis and describe what it is you will be discussing
2. \_\_\_\_\_ Body Paragraphs – These should support your thesis and include specific examples. ***Typically, the body should include at least 3 paragraphs***.
	1. \_\_\_\_\_ Topic sentences
	2. \_\_\_\_\_ Support: **P**oints, **I**nformation, **E**xplanation, and **E**xamples
		* 1. should include historical events, significant court cases, and quotes!
	3. \_\_\_\_\_ Concluding/ transition sentence.
3. Conclusion paragraph – This should wrap up your paper. Restate your thesis.

***Do not forget to edit your paper for grammar and sentence structure.***

**If you type your paper use size 12, times new roman font, and double space!!!**

**Example of Outline**

1. Opening paragraph (paragraph one)
	1. Thesis statement: There are three vital responsibilities the government must carry out to ensure a successful present and progressive future.
	2. Protection
	3. Economy
	4. Solving conflicts among groups
2. Body paragraphs - Responsibilities of government
	1. Protect & Maintain Order (paragraph two)
		1. Military
			1. Require military service
			2. Educate people on importance of strong military
			3. Past military experiences and victories
		2. Laws
			1. How they keep society running smoothly
			2. State of nature: why it is bad
			3. Punish those who hurt our society
	2. Stable Economy (paragraph three)
		1. Provide job opportunities
			1. Education
			2. Assistance looking for work
		2. Require annual taxes
			1. Why it is important
			2. What the money will do for us
		3. Control of money
	3. Solving conflicts amongst groups (paragraph four)
		1. Civil Rights
			1. Amendments
			2. Influential government leaders
		2. Women’s Rights
			1. Amendments
			2. Influential women
3. Closing paragraph (paragraph five)
	1. Restate thesis
	2. Final thoughts