**Introduction**

- **Hook** – It grabs the attention of the reader. It is always the first sentence of the introduction. The hook should be an interesting fact, an interesting idea, an interesting statistic, or a question. For example, your hook could say, “Should students be permitted to listen to music in school?” This grabs your readers’ attention and makes them want to keep reading.

- **Thesis Statement** – The thesis tells your readers the three reasons why you are defending or discussing your topic. It is always the last sentence in the introduction paragraph. Your thesis could read, “Students should be able to listen to music in school because it helps students think, it relaxes the students, and it keeps students motivated.”

**Body Paragraph #1**

- **Topic Sentence** (always the first sentence in your body paragraph) – It introduces your readers to your first example. In body paragraph #1, state the first point in support of the thesis. For example, your topic sentence for body #1 could read, “Music really helps students think better.”

- **Examples** – In this section, discuss specific examples that support your topic sentence for body paragraph #1 (usually give 2-3 examples). For example, here are two sentences that support your topic sentence for body #1: “When listening to music, students are able to focus more on the lesson. Students are less distracted and can pay attention more.”

- **Transition Sentence** – It is the last sentence of each body paragraph. This sentence should sum-up your topic for body paragraph #1 and introduce the topic in body paragraph #2; for example, “Music not only helps students think better, but it helps the students to relax.” In this example, we’ve tied together the idea of body #1 with body #2.

**Body Paragraph #2**

- **Topic Sentence** (always the first sentence in your body paragraph) – It introduces your readers to your second example. In body paragraph #2, state the second point in support of the thesis. For example, your topic sentence for body #2 could read, “Music almost always helps students to relax in school.”

- **Examples** – In this section, discuss specific examples that support your topic sentence for body paragraph #2 (usually give 2-3 examples). For example, here is one sentence that supports the topic sentence for body #2: “Many students find themselves stressing out over class work, but if students could listen to music, their stress levels would probably go down.”

- **Transition Sentence** – It is the last sentence of each body paragraph. This sentence should sum-up your topic in body paragraph #2 and introduce the topic in body paragraph #3; for example, “Music may help keep the students relaxed, but it also helps the students stay motivated.”

**Body Paragraph #3**

- **Topic Sentence** (always the first sentence in your body paragraph) – It introduces your readers to your third and final example. In body paragraph #3, state the third point in support of the thesis. For example, your topic sentence for body #3 could read, “Music is a great motivator.”

- **Examples** – In this section, discuss specific examples that support your topic sentence for body paragraph #3 (usually give 2-3 examples). For example, here are two sentences that support the topic sentence for body #3: “When a student is feeling down, music is usually the thing to cheer the student up. A lot of times, students have a hard time trying to find motivation when doing work because an assignment is too difficult, or maybe the student is just having a bad day. Music is the way to make the students work harder and do better in school.”

- **Transition Sentence** – It is the last sentence of each body paragraph. This sentence should sum-up your topic in body paragraph #3, for example, “Without music in school, students would be less motivated to complete assignments.”

**Conclusion**

- **Restated Thesis Statement** – Your restated thesis statement is always the first sentence in the conclusion paragraph. Take your thesis sentence and restate it or reword it. For example, if your original thesis statement says, “Students should be able to listen to music in school because it helps students think, it relaxes the students, and it keeps students motivated.” Your restated thesis could say, “When students are allowed to listen to music in school, the students are more relaxed, more motivated and able to think more easily.”

- **Concluding Sentences** – This paragraph is in some ways just a way of repeating and restating information from your introduction paragraph. In two or more sentences remind your reader of your major points in support of your thesis. Then make sure you answer the “so what?” question in this paragraph. Why is your thesis important? What importance does it have to the life and world of your reader? Try to finish with force and state why your point and topic is important.

**Notes:**

---

*Image of a triangle diagram with labels for each section: General, Specific, Introduction, Body Paragraph #1, Body Paragraph #2, Body Paragraph #3, Conclusion.*