Select a narrow topic Introduce the subject & a specific focus



Teach optional ingredients.



Identify the topic or subject.

Summarize the text(s).

Define the topic or subject.

Describe the setting.

Introduce relevant people.

organizations,

cultures, etc.

State the problem.

 Reference the topic in the title.

Announce the topic to the reader.

 Include the topic within introductory sentences. Provide a selective synopsis of the text(s) in 1-2 sentences. Provide background information. Ground the info in a physical or geographic location.

• Describe the time frame.

Develop a vignette.

Identify people, relationships,
 Establish topic relevance.
 Convey the

 Convey the importance or severity of the topic.



Reveal common ingredients within **CONCLUSIONS.**

state the last step, act, event, or reason.

Restate the thesis or main point.

Return to the opening scene. Identify the result or outcome. the good news.

Explain the significance.

• End at the end; state the last step in a process.

• Reveal the last episode, the final action in an event, the last moment in a lifetime. Restate the big ideas.

 Summarize reasons previously mentioned. Circle back to an opening statement, scene, or sentiment.

 Revise the title and tie the conclusion to it. Identify the end result, event outcome, or final product. Offer the reader encouragement, the up side, the good news. • Create a memorable last-liner that says it all.

 Draw a new conclusion about the topic (e.g., what was learned, new aha, etc.).