**Informative Essay Planning Sheet**

Thesis Statement:

Intro

Reason 1: Reason 2: Reason 3:

Opening Statement: (Reason 1)

Body 1

Source(s):

Evidence:

Transition:

Opening Statement: (Reason 2)

Body 2

Body 2

Evidence:

Body 3

Transition:

Source(s):

Evidence:

Transition:

Source(s):

Opening Statement: (Reason 3)

**Remember the following tips when writing an essay:**

* Indent
* Follow the format. When in doubt, use 12 point, Times New Roman Font.
* Put your heading- name, date, and Homeroom- at the top right side of the paper.
* Use an academic tone
* Do not say “things” and “stuff.” Use the actual name of the noun.
* Do not say “a lot” unless you are talking about an actual piece of property.
* Do not say “you.” Instead, you can say “one” or “a person.”
* Do not use an exclamation point unless you are quoting someone who is yelling.
* Do not ask questions.
* Use transitions words and phrases to make connections.
* Proofread.

Conclusion