| **Section** | **Take notes below following the bullet points on the left.**  **Taking notes in the suggested order of information will ensure your first draft is written in a logical order.** | **Word count allocation**  **Insert word count to each section below** |
| --- | --- | --- |
| **Introduction**   * Introduce the general topic * Background to topic/supply more context * Thesis statement * Main points to be explored in the paper (signposting) |  | (Introductions are usually 10% of total assessment word count) |
| **Body paragraph 1**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  | (Distribute word count evenly as possible between the body paragraphs) |
| **Body paragraph 2**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 3**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 4**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 5**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 6**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 7**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Body paragraph 8**   * Topic sentence (not a quote or paraphrase) * Elaborate point and link to theory with references * Evidence/example * Analysis * Concluding sentence * Link to main idea of next paragraph |  |  |
| **Conclusion**   * Summary of main points * Restate/paraphrase the thesis statement from the introduction * **Ensure you have answered the assignment question** * Final comment (always end with your own words, not a quote or paraphrase) |  | (Conclusions are usually 10% of total assessment word count) |