| **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) |