

Writing Made Easy

THE NEWSPAPER ARTICLE

The Basics

Most newspaper articles are short, factual reports about people and events. They answer the basic questions of **who, what, when, where, how, and why**. Most newspaper articles are written like an upside down pyramid. This means the paragraphs are in order of importance. The most important paragraph is first and the least last. Each paragraph stands on its own. It does not need the next one to explain it.

How to Write

Paragraph One: The Lead

This paragraph should give the **most important** details. It should answer **who, what, when, and where**. Do not answer the how, and why questions. They come next.

Paragraph Two

This should answer the **most important how, and why** questions.

Paragraph Three

This paragraph should answer more of the important, but not the most important how and why questions.

Paragraph Four

This paragraph will give **interesting facts** about the event or the people. It is the **FYI section**. Here is where you can include neat quotes from the people involved to give more life to the story.

The Rest

The rest of the article is just like paragraph four, more facts. The facts just get less important with each paragraph you write.

The Headline

Now this may seem strange but ALWAYS WRITE THE HEADLINE LAST. The headline is the title. It is a catch phrase that gets the reader's attention. It goes at the top of the article. Why do we write it last? We write it last because it relates to the article; it may even be a cool line from the lead. If you haven't written the article you don't know what is in it.

The Headline *ALCOHOL NOT A FACTOR*

The Lead

There was a car accident involving a red Toyota mini van and a dump truck last evening on the corner of Bank and Lisgar Street.

Paragraph Two

The accident occurred when the Toyota mini van ran a red light on Bank St. the dump truck traveling west on Lisgar was not able to stop and hit the Toyota.

Paragraph Three

The driver of the Toyota had failed to stop due to the icy conditions. Because of the parked cars the driver had not seen the dump truck.

Paragraph Four

Although the driver of the Toyota had spent the evening at a local restaurant the police claim alcohol was not a factor. "It was just a simple accident," Roger Smith of the Ottawa police claimed.

Paragraph Five

Although the vehicles were both badly damaged the accident was cleared up quickly.

THE ESSAY

The Basics

What is an essay? An essay is nothing more than an argument on paper. You are trying to get the reader to agree with you. You try to build as strong a case as possible by making a logical argument and backing it up with facts. To do this you have to gather a lot of information about your topic, so you know the facts. You also need to write down everything about where you got the information so the reader will not think you just made it all up. You make statement, back it up, and show where you got the information. It is that easy!

How to Write

The Format

The essay has four parts.

1. The Introduction
2. The Body
3. The Conclusion
4. The Bibliography and Notes

The Introduction

1. Introduce the topic.
2. Make a statement about the topic. Answer the question Who, What, When, Where, How, or Why.
3. Give at least three reasons why what you said is true give these points in order of importance; the most important first; the least important last. You can also give them in order of when they happened. The first thing to happen comes first; the last, well, last. That will lead into the body.

The Body

Part One

1. Give an explanation of first point. Explain how it proves the point made in the introduction.
2. Give at least 3 pieces of supporting evidence, (examples, facts, quotations, statistics), that show how the first point proves the argument you made in the introduction.

Part Two

This is the same as part one but using the second reason listed in the introduction.

Part Three

This is the same as part one and two.

Conclusion

The conclusion is simply a short version of the introduction. It restates your argument, and the reasons you listed for it. DO NOT give new information or introduce a new idea.

To Help you organize your paper use the "Five Paragraph Essay Outline"

Bibliography and Notes

Remember you must list all the sources you read. This is so readers can go and look up the information themselves if they are really interested.

All sources are listed in alphabetical order by the name of the author.

Here is how it looks

Book

Chapman, Raymond. The Sense of the Past in Victorian Literature. London: Croom Helm, 1986

A Magazine or Newspaper article

Dunae, Patrick. "A Boys Literature and Ideas of Empire," Victorian Studies. Vol. 24 August 1980.

An Article from an Edited Text.

Delheim, Charles. "Interpreting Victorian Medievalism," History and Community, Essays in Victorian Medievalism. Florence Boos ed., New York: Garland Publishing, 1992.

A Website

www.thefishingguide.com/pikemn.shtml March 4, 2009.

NOTES

Notes are special: many wonder how or when to use them. Here is the easy version. Notes help the reader. If the reader reads what you did, as you did, they should come to your conclusion. Think of it as a science lab.

Introduction=Purpose

Bibliography=Apparatus

Notes=Method

Body=Observations

Conclusion=Conclusion

When to Use

You use notes when you want the reader to look up something in your essay. Some key points are:

1. Direct quotations
2. Statistics
3. A direct paraphrase
4. Controversial or unlikely information.

Always Remember notes are there to help the reader!

How to Use

There are two types of notes.

1. Footnotes and endnotes
2. Bracket Method

Footnotes and Endnotes

At the END of the section you are noting, place a number. The numbers are in order of occurrence. You can use the "create footnote" function on your computer. Notes may be placed either at the bottom of the page or on a separate page called endnotes.

A Book

0. Mark Girouard, The Return to Camelot, (London: New Haven, Yale University Press, 1983,) p. 221.

A Magazine or Newspaper Article

1. Florence Boos. "Alternative Futures," Victorian Studies, Vol. 34. July 1991. p.77

An Article From an Edited Text

2. Thomas De Quincey, "The English Mail Coach," The Norton Anthology of English Literature, Abrams et al ed., (New York: W.W. Norton and Co. 1962.) p. 568

A Website

3. www.thefishingguide.com/pikemn.shtml March 3, 2009.

Too Much Work

Now this seems a lot to do every time you note a text. But it gets easier.

After you source a text once all you need to do is give the author and the page.

16. Mark Girouard, p234

If you use more than one book by the same author, give the Author and the title.

16. Mark Griouard, (The Return to Camelot,) p.321

The Bracket Method

The bracket method is also used to note sources. It is not used in History, or Philosophy but in most other disciplines.

After the section you want to source, place a bracket and give (the authors name, title of work, page number).

This goes right in the text.

How it Looks

Education at a good public school was enough to make one a gentleman, so long as he behaved as one. (Marc Girouard, The Return to Camelot, p.221) Institutions such as Eton or Rugby owed much of their prestige to this concept.

Title Page

In the end you need a title page. This is easy.

It must include the following information.

Title of paper.
By
Student's name

-

Teacher:

Course:

Date submitted:

Victorian Chivalry

By

Patrick McArthur

**Presented To: Professor Marx
Course: History CHY 4U
Date: June 2, 2008**

THE REPORT

The Basics

What is a report? Is it different from an essay? A report is very much like an essay. It is an argument on paper. Like an essay you are trying to get the reader to agree with you. You make a statement, and back it up with facts, and like an essay, you have to tell the reader where you got your information.

So how is it different? The difference is the format. How you set it up and how it looks to the reader. Each part of a report has its own heading. These headings are listed in a table of contents. Reports are often used in Business, Science, Geography, and Social Studies. History, English, Philosophy usually require an essay.

How to Write

The Format

The report has five parts.

1. Table of contents
2. Introduction
3. Body
4. Conclusion
5. List of sources and Bibliography

The Introduction

Like all parts of a report the introduction has its own heading. It looks like this.

Introduction

Under this heading you will write your introduction.

1. Introduce the topic. Make a statement about the topic answering the questions, **Who, What, When, How, Why.**
2. Give at least three reasons for why your statement is true. Start with the best reason and finish with the least important. You can also give them in order of occurrence. The first comes first and the last comes, well, last. This will lead directly into the body of your report.

The Body

In the body of a report each major point or proof of your thesis is separated by a heading which lets the reader know what you are going to be writing about in that section. You then write each section as you would in an essay. Make sure to remember the headings. For each piece of supporting evidence you need an internal title or heading. This breaks the work up and makes individual topics or ideas easier for the reader to find. Believe it or not this whole guide is formatted like a report. If you notice each topic has a heading which is underlined.

Part One

1. Underlined heading, space. Give an explanation of first point. Explain how it proves the point made in the Introduction.
2. Give at least 3 pieces of supporting evidence, (examples, facts, quotations, statistics), that show how the first point proves the argument you made in the introduction.

Part Two

This as with all parts of the report has a heading. It is written the same way as part one.

Part Three

This is the same as part one and two.

Conclusion

Again the conclusion has its own heading. The conclusion is simply a short version of the introduction. It restates your argument, and the reasons you listed for it. DO NOT give new information or introduce a new idea.

Bibliography and Notes

This is done the same way as with an essay. You may use either method depending on what the teacher wants.

Table of Contents

This is new! The table of contents is the first page of your report. It comes right after the title page. It tells on what page each of your headings, your notes, and your bibliography are on. This makes it easy for the reader to look up a specific topic in your report. The table of contents comes right after the title page. The table of contents lists the page on which each topic heading, as well as the bibliography may be found.

An example of a table of contents:

TABLE OF CONTENTS

Introduction.....	Page 3
The use of cats	Page 3
Various Cat Songs.....	Page 4
Cats and Badgers.....	Page 5
The Badger Cat War of 1837.....	Page 7
Conclusion.....	Page 8
Bibliography.....	Page 9

General Comments and Tips

1. The introduction must include a thesis statement.
2. The conclusion must not include new information
3. Do not use personal pronouns such as I, we, me, or my.
4. Never use contractions
5. Do not use the term etc. Always explain everything fully.
6. Do not put a space between quotes and the words. "Quote" not " Quote ".
7. Do not put a space between brackets and the words (word) not (word).
8. Put two spaces between sentences.
9. Keep the tense consistent.
10. Spell out all numbers under one hundred.
11. Make sure each page is numbered

Have Fun

FIVE PARAGRAPH ESSAY OUTLINE

Name: _____

Subject/Title: _____

1. Introductory Paragraph

Introduce Subject: _____

State Thesis: _____

2. First Paragraph

Topic Sentence: _____

Supporting Sentences: _____

3. Second Paragraph

Topic Sentence: _____

Supporting Sentences: _____

Third Paragraph

Topic Sentence: _____

Supporting Sentences: _____

Concluding Paragraph

Restate Thesis and State Your Opinions: _____

ESSAY EDITING CHECKLIST

A. Introductory Paragraph			
1. Satisfactory lead-in (general to specific) to the thesis. Grabs the reader's attention.		YES	NO
2. A clearly-stated thesis in the form of a statement with a plan of how and what the writer is going to prove.		YES	NO
Write the argument (1 st sentence of thesis) here:			
B. Main Body			
1. Each section contains an effective topic sentence which directly supports the thesis. 2. Each section contains enough specific evidence, with citations, to support the argument.	Par 1	YES	NO
	Par 2	YES	NO
	Par 3	YES	NO
	Par 1	YES	NO
	Par 2	YES	NO
	Par 3	YES	NO
C. Organization (Coherence)			
1. The sections are successfully linked together with connecting devices.	Intro/1	YES	NO
	Par 1/2	YES	NO
	Par 2/3	YES	NO
	Par 3/Concl	YES	NO
2. The paragraphs are in the best order possible.		YES	NO
D. Conclusion			
1. The conclusion is satisfactory.		YES	NO
2. No new ideas are introduced, loose ends are tied up, thesis restated.		YES	NO
E. Proof-reading			
There are no errors in:			
• sentence structure		YES	NO
• punctuation		YES	NO
• spelling/grammar		YES	NO
F. Quotations/Works Cited			
1. All information that is not "common knowledge" has been cited.		YES	NO
2. All citations are written in the proper format.		YES	NO
3. All Works Cited entries are written in the proper format.		YES	NO

Essay Author: _____

Edited By: _____

Additional Comments can be made on the reverse of this sheet.

PROOFREADING A PARAGRAPH/ESSAY

Name of Proof-reader: _____

Name of Writer: _____

1) Is there a title? _____

2) Is there an opening sentence/paragraph? _____

3) Are there details in the body that are connected to the first paragraph?

4) Are there enough details/information in the body? _____

5) Is there a concluding sentence that follows logically the main part/body?

6) Are all names and beginning words of a sentence written with capital letters?

7) Have you corrected and encircled all spelling mistakes?

8) Have you underlined all awkward/unclear parts of the sentences?
