IDENTIFYING KEY FEATURES

Writer _______________    Reader _______________ 

Writer:  Number the paragraphs of your essay in the margin.

Reader:  For each of the following, find where it occurs in the essay, use parentheses to isolate it, and write the term in the margin of the paper.

1.  Lead:  the way into the subject of the paper; what grabs the reader’s attention

2.  Thesis:  the main idea of the paper

3.  Map:  a sentence, or part of a sentence, that lists (in the order in which the essay discusses them) the main subtopics for the essay

4.  Specific examples: concrete details that help to explain the topic

5.  Definitions of terms: explaining unfamiliar terminology

6.  Topic sentences of paragraphs: the sentence which gives the main idea of the paragraph

7.  Paragraph hooks: repeating a key word or idea from a previous paragraph in the opening sentence of the following paragraph to “hook” the two paragraphs together

8.  Transition words: such words as “first,” “next,” “another,” “in addition,” and “finally” which link ideas between sentences and paragraphs and signal your reader that a new idea or part of the idea is coming up

9.  Body paragraphs: those paragraphs which develop the main ideas

10. Conclusion:  the final summation or conclusion reached about the thesis