

**University of Florida
University Writing Program
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GUIDELINES FOR WRITING A SHORT ESSAY

- 1. SELECT A BROAD TOPIC**
- 2. NARROW THE TOPIC**
 - Brainstorming
 - Asking questions
- 3. CONSTRUCTING A THESIS STATEMENT**
 - Full sentence thesis
 - Include a controlling idea and argument
- 4. BRAINSTORM AND QUESTIONS ABOUT THE THESIS STATEMENT**
 - Make a detailed list of arguments and details
 - Organize your list
- 5. CONSTRUCT A DETAILED OUTLINE OF ALL POINTS/ARGUMENTS**
 - Prefer a topic outline instead of sentence outline
 - Select only the important points or details with subheadings
- 6. WRITE INTRODUCTORY PARAGRAPH IN WHICH THESIS IS INCLUDED**
 - Paragraph should have at least 4-5 sentences
 - Last sentence should include the THESIS statement
- 7. CONSTRUCT THE BODY PARAGRAPHS WHICH DEVELOP IDEAS FROM THE OUTLINE**
 - Each paragraph should be at least 3-4 sentences
 - There should be at least 3-4 body paragraphs
 - Each one should have a topic sentence
- 8. WRITE A CONCLUDING PARAGRAPH**
 - One sentence that summarizes all the above points or arguments
 - Include a closing sentence