All papers should include the following:

Introduction: an interesting grabber/general statement about topic (conflict)

include the quote w/author and its meaning (multiple sentences)

provable thesis statement (a statement of agreement or disagreement with 1-2 reasons)

Body: clear and provable topic sentence (reason one)

Commentary (opinion) with a clear voice

Concrete detail (example, fact, evidence to prove your opinion)

Repeat the pattern

Analyze!! Make sure your body paragraphs PROVE your topic sentence and reinforce your thesis

Conclusion: refer back to the intro but do not repeat any sentences

expand ideas to a universal truth

ultimately you are reinforcing the merit of your entire argument

A formal essay should never use second person (you) and only uses first person (I) if you are providing a personal example. Avoid saying “I think.” If/when you use examples from literature ALWAYS write in present tense.