**Five Paragraph Format**

Good writing—as noted in the grading rubric—combines the quality of well-written ideas with technical fluency. Good writing should also be clear and concise. The writing assignments in this course were created so that outside sources would **not** be necessary; it is your ideas and insights I am interested in reading!

The five paragraph format will keep your writing focused and easy to follow. Here’s how it works:

**Paragraph #1: Introduction**

What is the **one** main idea you are trying to present? It is always appropriate to begin your writing with one or two lines that outline “where you are going”. If you want to begin the introduction with your main idea right away, that is also acceptable. What is most important about the introductory paragraph is that you stay focused and present **one** idea to your reader.

**Paragraph #2 Body**

**Paragraph #3 Body**

**Paragraph #4 Body**

Paragraphs #2 - #4 **each** make **one** additional point that acts as support for the main idea presented in Paragraph #1. Offer relevant details and/or evidence for that **one** additional point only. When you have finished providing relevant details for that one point, move onto the next supporting paragraph, and provide details for that point only.

**Paragraph #5 Conclusion**

The conclusion of your writing provides a **review** of the main points made and an appropriate “**wrap up**” to the writing. New information or new ideas are not included in a conclusion.

*For some of the assignments in this course, you might not feel the need to include five paragraphs. You will always have Paragraph #1 and Paragraph #5, but if you believe you have successfully made your point by providing fewer than three paragraphs of supporting information, make a leadership decision and submit the assignment.*

**Grading Rubric for Formal Writing Assignments**

