Essay planner

From question to final draft: thesis, outline, evidence and a schedule. Your assignment instructions and rubric come first.

NAME

DATE

The assignment: Question or prompt: [copy it exactly]

Length: [words] · Citation style: [style] · Due: [date] · Rubric checked: [yes or no]

Key verbs in the question (analyse, compare, argue): [list]

Thesis: My answer in one sentence: [thesis]

Why it is arguable: [the other side someone could take]

Outline: Introduction: [context, thesis, roadmap]

Point 1: [claim] · Evidence: [source, page] · Explanation: [how it supports the thesis]

Point 2: [claim] · Evidence: [source, page] · Explanation

Point 3 or counter-argument: [claim and response]

Conclusion: [restate thesis in new words, why it matters]

Schedule: Research done by: [date] · Outline by: [date] · First draft by: [date]

Writing centre or tutor visit: [date] · Final edit and citation check: [date]

Replace every [bracket] with your own words.