

I. Organizing Ideas (Write a few sentences for each):

Structure: how do I want to structure my essay?

- What is the pacing like? Are there flashbacks?

Style: what is the language like in the essay?

- What is my voice like? What is my point of view?

- What tone and mood do I want to use for my essay? What literary devices do I want to use to enhance my writing?

Purpose: what is the overall meaning?

- What is my theme/central idea? What is my overall message?

II. Planning your Essay

- **Introduction:** What is my topic? How do I want to introduce it?

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- **Body:** What is my story? How will it develop?

- **Conclusion:** What is my final realization? What do I want readers to walk away with?