**INTRODUCTION:**

**DIRECTIONS:** Use this Jane Schaffer shaping sheet to organize your paper’s introduction. Remember to **hook** your reader and grab his or her attention; provide **background** or a general overview of the topic you are investigating; and develop **thesis** statement that let’s your reader know what point you are making.

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| --- | --- |
| HOOK: |  |
| BACKGROUND: |  |
| THESIS: |  |

**BODY PARAGRAPH SHAPING SHEET #1:**

**DIRECTIONS:** Use this Jane Schaffer shaping sheet to organize your paper’s first body paragraph. Here, you should write a **topic sentence** that lets your reader know exactly what your paragraph is going to be about. Then, introduce a **concrete detail** or irrefutable fact. You might be able to include two similar concrete details in one sentence. Follow this up with ***two*** relevant **commentaries** that explain how your concrete detail relates to your thesis and why it is important. After that, repeat the **concrete detail + commentaries** process again before coming up with a **concluding sentence** that finishes your thought and transitions to the next paragraph.

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| --- | --- |
| TOPIC SENTENCE: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCLUSION/TRANSITION: |  |

**BODY PARAGRAPH SHAPING SHEET #2:**

**DIRECTIONS:** Use this Jane Schaffer shaping sheet to organize your paper’s second body paragraph. Here, you should write a **topic sentence** that lets your reader know exactly what your paragraph is going to be about. Then, introduce a **concrete detail** or irrefutable fact. You might be able to include two similar concrete details in one sentence. Follow this up with ***two*** relevant **commentaries** that explain how your concrete detail relates to your thesis and why it is important. After that, repeat the **concrete detail + commentaries** process again before coming up with a **concluding sentence** that finishes your thought and transitions to the next paragraph.

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| TOPIC SENTENCE: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCLUSION/TRANSITION: |  |

**BODY PARAGRAPH SHAPING SHEET #3:**

**DIRECTIONS:** Use this Jane Schaffer shaping sheet to organize your paper’s third body paragraph. Here, you should write a **topic sentence** that lets your reader know exactly what your paragraph is going to be about. Then, introduce a **concrete detail** or irrefutable fact. You might be able to include two similar concrete details in one sentence. Follow this up with ***two*** relevant **commentaries** that explain how your concrete detail relates to your thesis and why it is important. After that, repeat the **concrete detail + commentaries** process again before coming up with a **concluding sentence** that finishes your thought and transitions to the next paragraph.

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| TOPIC SENTENCE: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCRETE DETAIL: |  |
| COMMENTARY: |  |
| COMMENTARY: |  |
| CONCLUSION/TRANSITION: |  |

**CONCLUSION SHAPING SHEET:**

**DIRECTIONS:** Use this Jane Schaffer shaping sheet to organize your paper’s concluding paragraph. First, remind your reader of your **thesis** so that he or she can see the connections you have made. Then, briefly **summarize** each of your three body paragraphs—DO NOT REPEAT YOUR TOPIC SENTENCES VERBATIM. Finally, give the reader a peak into your **final thoughts**; this is where you should *broaden the impact* and let the reader know the importance of your paper to the wider world. You want to leave them thinking.

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| RESTATEMENT OF THESIS |  |
| SUMMARY OF B.P. #1 |  |
| SUMMARY OF B.P. #2 |  |
| SUMMARY OF B.P. #3 |  |
| FINAL THOUGHTS |  |