**How to Write a “University Style” Paper**

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It is very important you understand how to write a proper and efficient paper as you embark on your post-secondary journey. Below is a guideline to help you create that assignment.

**Introductory Paragraph**

* It is important to begin with a hook. This is something that will grab the readers attention.
	+ This can be done with an interesting quote, a misconception about the individual or bringing up an interesting fact about them that is not well known
* You should follow your hook with some ideas about the author/individual that give us a background of who they are.
	+ Why are they important? What did they accomplish? Where/when were they born? Etc.
* Finally, you should end your introductory paragraph with your thesis.
	+ It is highly recommended that this is where you introduce your ideas that your body paragraphs will discuss. You should always aim to have 3 examples here. For example:
		- Wilson Woodrow attempted to prevent a Second World War by organizing the Paris Peace Conferences, spearheading the Treaty of Versailles and attempting to reconcile Germany with the rest of the world.
			* This demonstrates what your essay will discuss but does not give away the paper in its entirety.

**Body Paragraphs**

* Depending how many examples you brought into your thesis, the number of paragraphs here can change. For example, if you discuss three ideas, you should have three body paragraphs.
* Begin each paragraph with a topic sentence. The ideas should come in sequential order from your thesis.
	+ Example: Wilson Woodrow attempted to organize the Paris Peace Conferences in order to help Britain, France and the U.S.A prevent further economic downfall, as well as agree on the “Germany problem.”
* From this you should use 2-3 examples to prove your viewpoint. This can be from analysis (that is backed by evidence) or quotations.
* After this you are ready for your next two body paragraphs. Repeat the same steps above.

**Conclusion**

* Summarize the main points of your essay. It is recommended you summarize 1-2 points from each of your paragraphs or offer a general overview that still encompasses the same meaning.
* Your concluding sentence should end the entire essay on a strong note. Do NOT restate your thesis word for word. Rather, rephrase it to something similar.
	+ Example: Wilson Woodrow’s attempt to reunite Germany with Britain and France failed due to a multitude of perspectives at the Treaty of Versailles that differed from American views far too drastically.

**General Tips**

* Stay away from “too many quotes.” Try your best to rephrase them into your own words.
* Also avoid block and long quotes. Either break the quote down or keep it in the same sentence as your previous idea. Do not create a new paragraph for your one quote.
* Your papers can have some summary, but it should be filled with more analysis. We want to hear your perspective and you breaking down what everything meant.
* Always proofread your own work. We are human and can easily make mistakes. However, having too many can impede the flow of the assignment thus hurting it to a great extent.
* Keep your assignment organized. If you constantly change from one idea to the next, it can get confusing and once again disrupt the flow of the assignment.
* If you have the opportunity, ask your teacher for assistance regarding ideas.
* Try to follow the parameters the assignment outlines. Do your best not to exceed the maximum length and to be below the minimum length. It is unfortunate to lose marks for something that can be easily avoided.
* Cite properly! It is a shame to lose marks on a simple mistake.
* Many students make the mistake of using someone else’s idea and then citing it only in their citations section. You need to provide an in-text citation and always rephrase those ideas.
	+ A rephrase of ideas is NOT changing one or two words per sentence. It is changing the sentence entirely and maintaining the same meaning.