

A close-up, slightly blurred photograph of a person's hand holding a pen and writing on a document. The document has some faint lines and text. The image is overlaid with a semi-transparent white box containing the title and subtitle. The background is a light, neutral color.

# The Writing Process

## Part I: Planning the Essay

# Step 1: What is your task?

- A. Read or listen to the directions your instructor gives you.
  - Are you supposed to write a comparison and contrast essay?
  - Are you supposed to write a comparison essay?
  - Are you supposed to write a cause essay?
- B. Are you free to choose the type of essay?
  - Review your source material.
  - Is most of the information about the similarities? If so, then write a comparison essay. If most of the information is about the differences, write a contrast essay. If it is half and half, then write a comparison and contrast.

# Step 2: Which method?

## A. Block

- Used for comparison and contrast
- Body usually only two paragraphs
  - Similarities
  - Differences

## B. Point by Point

- Used for comparison and contrast, comparison, or contrast
- Body commonly three or more paragraphs
  - First body paragraph: First aspect for comparison and contrast, comparison, or contrast
  - Second body paragraph: Second aspect for comparison and contrast, comparison, or contrast
  - Third body paragraph: Section aspect for comparison and contrast, comparison, or contrast

# Sample Block Method Outline

## I. Introduction

- A. Opening sentence (hook)
- B. Background information
- C. Thesis sentence

## II. Similarities

- A. First similarity
- B. Second similarity
- C. Third similarity

## III. Differences

- A. First difference
- B. Second difference
- C. Third difference

## IV. Conclusion

- A. Paraphrase of thesis sentence
- B. Summary of main points
- C. Concluding sentence

# Point by Point Method Outline A

## I. Introduction

- A. Opening sentence (hook)
- B. Background information
- C. Thesis sentence

## II. First aspect for comparison and contrast

- A. Similarities
- B. Differences

## III. Second aspect for comparison and contrast

- A. Similarities
- B. Differences

## IV. Third aspect for comparison and contrast

- A. Similarities
- B. Differences

## V. Conclusion

- A. Paraphrase of thesis sentence
- B. Summary of main points
- C. Concluding sentence

# Point by Point Method Outline B

## I. Introduction

- A. Opening sentence (hook)
- B. Background information
- C. Thesis sentence

## II. First aspect for comparison

- A. First major support
- B. Second major support

## III. Second aspect for comparison

- A. First major support
- B. Second major support

## IV. Third aspect for comparison

- A. First major support
- B. Second major support

## V. Conclusion

- A. Paraphrase of thesis sentence
- B. Summary of main points
- C. Concluding sentence

# Point by Point Method Outline C

## I. Introduction

- A. Opening sentence (hook)
- B. Background information
- C. Thesis sentence

## II. First aspect for contrast

- A. First major support
- B. Second major support

## III. Second aspect for contrast

- A. First major support
- B. Second major support

## IV. Third aspect for contrast

- A. First major support
- B. Second major support

## V. Conclusion

- A. Paraphrase of thesis sentence
- B. Summary of main points
- C. Concluding sentence