

Five Paragraph Format

1

*"ENGLISH? WHO NEEDS THAT? I'M NEVER
GOING TO ENGLAND!"*

HOMER SIMPSON

Five Paragraph Format

2

- Paragraph 1: Introduction
- Paragraphs 2-4: Body
- Paragraph 5: Conclusion

Introduction

3

- Begins with the thesis statement
- Catches the reader's interest
- Includes a roadmap or blueprint for the body

Introduction

4

Begins with thesis statement:

"There are many benefits to creating and deploying virtual teams."

Introduction

5

Thesis statement:

- Is the first sentence in your introduction
- Tells the reader what it's about
- Is specific and focused
- Clearly states your point-of-view

Introduction

6

Catches the reader's interest:

"Our competitors have already adopted virtual teams. If we fail to do so, we will fall behind in the global marketplace."

Introduction

7

Catches the reader's interest:

- Comes after the thesis statement
- Connects the reader to the topic
- Answers "So what?" or "Who cares?"

Introduction

8

Includes a roadmap or blueprint for the body:

"Virtual teams will allow us to lower costs, improve customer response time, and manage our employees more effectively."

Introduction

9

Roadmap:

- Summarizes the main points to come in the body
- Orders those main points by importance, chronological, spatial, etc.
- Supports the thesis

Introduction

10

Introduction:

"There are many benefits to creating and deploying virtual teams. Our competitors have already adopted virtual teams. If we fail to do so, we will fall behind in the global marketplace. Virtual teams will allow us to lower costs, improve customer response time, and manage our employees more effectively."

Body

11

Each body paragraph:

- Is introduced by a transition
- Begins with a topic sentence
- Corresponds to a main point in the introduction
- Is presented in the same order as the roadmap
- Contains one—and only one—main point
- Contains detail(s) supporting the main point

Body

12

Each body paragraph:

- Is introduced by a transition:
- "The first..."
- "Next,"
- "Furthermore,"
- etc.

Body

13

Transitions:

- first
- then
- next
- before
- after
- finally
- furthermore
- on the other hand
- however
- in conclusion
- likewise
- also
- similarly
- again
- especially
- for this reason
- to repeat
- in fact
- In other words
- for example

Body

14

Begins with a topic sentence:

"The first advantage of using virtual teams is that it allows us to dramatically lower our costs."

Body

15

Topic Sentence:

- Is the first sentence in your paragraph
- Clearly states your point
- Contains one—and only one—main point
- Is in the same order as the roadmap

Body

16

Contains detail(s) supporting the main point:

"Last year our employee travel costs accounted for 14% of company-wide over budget allocations (OBA). By adopting virtual teams, we can reduce that expense by at least half—and possibly more."

Body

17

Details:

- Directly relate to the topic sentence
- Are sufficient to support the topic sentence
- Are composed of examples, illustrations, facts, etc.

Conclusion

18

Begins with a transition and restates the thesis:

"To sum up, virtual teams offer the company many advantages, including cost savings, improved customer response time, and more effective management of our most valuable resource—our employees."

Conclusion

19

Tells the reader what is important to remember:

"Because our competitors are already using virtual teams, we must act now to maintain our position as an industry leader."

Conclusion

20

May include a call to action:

"I will contact you on Wednesday to schedule a meeting on this crucial issue."