

How to Write an Essay Introduction Planning Worksheet

Assignment and Purpose

- Copy the exact prompt or paragraph question

- Record the thesis, audience, and required tone

Planning

- Choose the opening

- Add essential context

- Define the problem

- State and test the thesis

Quality Check

- The opening is relevant

- Context is necessary

- The question is focused

- The thesis is clear

- The body follows logically

Publishing

- Verify images, PDF link, headings, and internal links

- Preview the public page on desktop and mobile
