

## Opinion Writing Template

### 1. Introduce your claim (the position you are taking).

State your claim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Determine the reasons and evidence to support your claim.

Reason	Evidence (examples, facts, statistics, expert opinion)
1.	
2.	
3.	

### 3. Provide a conclusion that restates your claim.

Restate your claim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summarize your reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. Use transition words and phrases.

*also, another, because, finally, for example, in addition, in fact, likewise, most importantly*

## Argument Writing Template

### 1. Introduce your claim.

State the claim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State the alternate or opposing claim: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Present the reasons and evidence to support your claim.

Reason	Evidence (examples, facts, statistics, expert opinion)
1.	
2.	
3.	
4.	

**3. Give a counterclaim and a rebuttal.**

Counterclaim	Rebuttal

**4. Provide a conclusion.**

Restate your claim: \_\_\_\_\_

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Summarize your reasons: \_\_\_\_\_

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**5. Use transition words and phrases.**

*above all, also, although, another, because, by comparison, first, for example, for instance, for that reason, furthermore, however, in addition, in conclusion, in contrast, in fact, in short, lastly, likewise, most importantly, second, similarly, that is why, therefore, to illustrate, to sum up unlike, without a doubt*

## Opinion Letter Template

Return address line 1  
Return address line 2  
Date (month, day, year)

Dear (name),

*Introductory statement (state claim):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Body paragraph 1 (reason 1 and evidence):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Body paragraph 2 (reason 2 and evidence):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Concluding statement (restate claim, summarize reasons):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closing (Sincerely),  
Name

