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.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Evidence (examples, facts, statistics, expert opinion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Evidence (examples, facts, statistics, expert opinion)</th>
</tr>
</thead>
<tbody>
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<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>
3. Give a counterclaim and a rebuttal.

<table>
<thead>
<tr>
<th>Counterclaim</th>
<th>Rebuttal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Provide a conclusion.

*Restate your claim:*

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

*Summarize your reasons:*

______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

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, last, 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