

Often times you will be asked to cite textual evidence in paragraph form. This is a step-by-step guide on how to do that.

T Make sure the body paragraph has a **t**opic sentence. Include the author, title of work, and what the paragraph will be about. Short stories, poems, and articles will need quotations while longer works and plays are to be italicized (if typewritten) or underlined (if handwritten).

I Make sure that you **i**ntroduce your quote

Make sure that you provide some context. Who says the words? Where are they said? When are they said? Are they in response to someone? Are they describing something? Pretend that your reader hasn't read what you have read. Write out as many sentences as you need to give a clear picture of what is happening.

Q Provide a **q**uote that supports your topic sentence. Make sure you tell us who is talking at the beginning.

Example: **Mr. Wendel notes that, “you should always cite your information correctly (3).”** Notice the exact location of the commas, quotations, and page number. This is part of correct MLA (Modern Language Association) format.

Also, notice what we call signal phrases. Here are some ways to start your quotes with signal phrases:

_____ *notes that,* _____ *comments,* *According to* _____,
_____ *observes that* _____ *affirms that,* _____ *declares,*

A Provide an **a**nalysis of how this quote supports your argument or your topic sentence. Explain how the quote proves what you are saying in the topic sentence. Give at least two sentences here: The first sentence paraphrases the quote and the second relates it to the topic sentence. **How** does your quote support the topic?

Here are some transitional words and phrases that may help you start these sentences:

In this example, it is clear that *In this instance,* *For instance,*
Additionally, *Further,*

Transition to your next idea. Use transitional phrase like: “This is also proven true elsewhere” or “Abundant support for this concept is found in other lines of text as well”.

I Make sure that you **i**ntroduce your quote

Q Provide a **q**uote that supports your topic sentence.

A Provide an **a**nalysis of how this quote supports your argument or your topic

Summarize the main idea again in different words. Round off your paragraph with a final summary sentence.

Additional Writing Tips:

- Do not use second person (You, Your.) or first person (I, We)
 - Make sure you use page numbers only. Do not use the word *page* or the letters *pg.* or *p.*
- Above all, make sure you answer the question with as much detail and accuracy as possible

Basic Checklist for writing:

Did the paragraph start with a sentence that gave the author, title of work, and what the paragraph will be about?

Yes _____ No _____

Did I make sure that I introduced my quote? Who says the words? Where are they said? When are they said? Are they in response to someone? Was the context clear? Yes _____ No _____

Did I provide a related quote that supports my topic sentence? Yes _____ No _____

Is the quote punctuated correctly? Yes _____ No _____

Did I paraphrase (put into my own words) the quote after it was written? Yes _____ No _____

Did I explain/analyze how the quote supported the topic sentence? Yes _____ No _____

Are there any other grammatical errors (period, capitals, etc.)? Yes _____ No _____

Did I avoid using "I", "You", "Me" or "We" in my writing? Yes _____ No _____

How well did I support the main idea of the paragraph?

1 2 3 4 5 6 7 8 9

****Once your list is checked off, you are ready to type and submit to me a copy via your Google Docs shared folder****