I. Symbols

- A. Use Standard Symbol in the Order Specified
 - 1. Uppercase Roman Numerals
 - a. Core Topics for Each Paragraph That Support Thesis
 - b. I, II, III, IV, V, VI, etc.
 - 2. Uppercase Letters
 - a. Major Statements, Main Points, Claims Supporting Topic of ¶ & Thesis
 - b. A, B, C, D, etc.
 - 3. Numbers
 - a. Supporting Details/Evidence for Main Points (A, B, C, D, etc.)
 - b. 1, 2, 3, etc.
 - 4. Lowercase letters
 - a. Details Explaining the Supporting Evidence
 - b. Points being raised about the Relevancy of the Evidence to the Thesis
 - c. a, b, c, d, etc.
 - 5. Lowercase Roman Numerals
 - a. Minor Details for Deeper Complex Explanations and Evidence
 - b. i, ii, iii, iv, v, vi, etc.
- B. Indentation Reflects Priority

II. Subordination

- A. Less Important Points fall Beneath More Important Points
- B. Smaller Points Prove/Support the Point Above

III. Coordination- Points at the Same Level Carry Equal Weight

IV. Mutual Exclusivity

- A. Equal Strength
 - B. Variation and No Repetition

V. Division

- A. Each Sub. Point is a Division of a Larger Point
- B. Where there is an "A", there must be a "B"
- C. If you cannot create "2" or a "b", then drop the "1" or the "a"

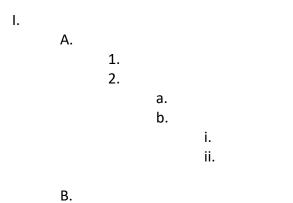
VI. Writing & Formatting

- A. Period after each symbol
- B. No Complete Sentences
 - 1. Express ideas in Snip its and Fragments
 - 2. No Periods
- C. No Quotes
- D. First Letter of Each Word is Capitalized
 - 1. Except for articles: the, an, a
 - 2. Except for conjunctions: for, and, nor, but, or, yet, so
 - 3. Except for prepositions: at, around, by, after, along, for, from, of, on, to, with, without
 - 4. Except Some Words That are Three Letters or Less

VII. Organization: Monroe's Motivated Sequence

- A. Introduction: Attention Step
- B. Body ¶ 1: Problem/Need Step
- C. Body ¶ 2: Solution Step
- D. Body ¶ 3: Counter Argument
- E. Conclusion: Future Step & Call to Action

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II.

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