## Your Title is centered and in 14 point Arial Font

Your name is right hand justified and in 12 point arial font

Paragraph #1 - your Introduction: This is where you introduce your topic.

Include a 'hook', something that will peak the curiosity of your reader.

**Paragraph #2 - first idea:** This is where you given some relevant information on your topic. Try to make your paragraphs sequential, or follow a chronological order.

Paragraph #3 - second idea: This is where is add another idea related to your topic. Make sure that you use full sentences, and correct spelling and grammar, including capital letters.

**Paragraph #4 - third idea:** This is where you start winding down the information and provide any other details you may have left out.

**Paragraph #5 - Conclusion**: This is where you restate, briefly your main ideas and sum it all up. Try ending with a pithy saying or idea if you can.