



## Tallahassee Alumnae Chapter Delta Sigma Theta Sorority, Inc. Helpful Tips for Writing an Essay

The following set of instructions is provided to you as an applicant for a scholarship sponsored by the Tallahassee Alumnae Chapter of Delta Sigma Theta Sorority, Inc. As part of your scholarship application, you are being asked to write a 250-500 word essay on the specified subject stated in the application. The following helpful tips are consistent with requirements for academic writing and will serve as a guide to you as you continue your academic studies.

*Please read this document in its entirety before you begin developing your essay.*

An essay should have an *introduction*, *body* and a *conclusion*.

### **What to include in the *Introduction***

The introduction will begin with several attention getting sentences and then present the main idea of your essay (thesis). Ideally, the thesis will be the last sentence in your introductory paragraph. It will never be the opening sentence, and it cannot be a compound sentence.

Example: WW84 was the best movie of 2025.

One thing I learned to enjoy during the pandemic was watching movies with my family. I watched Disney movies with my little brother, Hallmark movies with my mom, and SciFi movies with my dad. While I liked all of them, WW84 was the best movie of 2024.

### **What to include in the *Body***

The body of your essay is an explanation of why you think this movie is **THE** best movie released in 2025. You need to have at least three (3) reasons to support your main idea (thesis). These three ideas will be written as topic sentences for the three body paragraphs. Look at the examples given below.

Reason #1: WW84 is action packed.

Reason #2: The female super hero was a strong character.

Reason #3: The love story was phenomenal.

REMINDER – Each body paragraph must have at least three reasons that support or develop it. Don't forget a paragraph is NEVER one sentence.

### **What to include in the *Conclusion***

The conclusion is the end of your essay. In the conclusion remind the reader of your main idea (thesis) but don't continue your discussion.

Example: The action scenes, strong lead character and love story made WW84 a really good movie.

Movie watching was my escape during the pandemic. Some were good; some were not. Of the movies that were released in 2025, the action scenes, strong lead character and love story made WW84 my personal favorite!

### **Mechanical Writing Rules**

1. Each group of words must be a complete sentence.
2. Use appropriate transitional devices within and between paragraphs.
3. All pronouns must be consistent.
4. All verb tenses must be consistent in tense.

TRANSITIONAL DEVICES	PRONOUN CASES	VERB TENSE	SUBJECT/VERB AGREEMENT
<p><b>Transitional Devices</b> are like bridges between parts of your paper. They are cues that help the reader to interpret ideas a paper develops. Transitional devices are like bridges between parts of your paper. They are cues that help the reader to interpret ideas a paper develops.</p>	<p><b>Pronoun Cases</b> is really a very simple matter. There are three cases:</p> <ul style="list-style-type: none"> <li>• <u>Subjective case</u>: pronouns used as subject.</li> <li>• <u>Objective case</u>: pronouns used as objects of verbs or prepositions.</li> <li>• <u>Possessive case</u>: pronouns which express ownership.</li> </ul> <p><b>Note:</b> The pronouns <b>This, That, These, Those,</b> and <b>Which</b> do not change form.</p>	<p><b>Verb Tenses</b> are clues to help us figure out when the action in a sentence is happening.</p>	<p><b>Subject/Verb Agreement -</b> <i>Subjects</i> and <i>verbs</i> must AGREE with one another in <i>number</i> (singular or plural). Thus, if a subject is singular, its verb must also be singular; if a subject is plural, its verb must also be plural.</p>
<p><b><u>Within paragraphs:</u></b> for example, another,</p>	<p><u>Subjective:</u> I, you, he, she, we, it</p>	<p><u>Present Tense</u> is used to describe things that are happening right now, or things that are continuous.</p> <p>Example: I <i>see</i> the rain.</p>	<p>Singular subjects take singular verbs.</p> <p>Examples: The words each, each one, either, neither, everyone, everybody, anybody, anyone, nobody, somebody, someone, and no one are singular and require a singular verb.</p> <p><b>Each</b> of these hot dogs <b>is</b> juicy. <b>Everybody</b> <b>knows</b> Mr. Jones. <b>Either</b> <b>is</b> correct.</p>
<p><b><u>Between Paragraphs:</u></b> On the other hand, In addition to, Finally,</p>	<p><u>Objective:</u> me, you, him, her, it</p>	<p><u>Past Tense</u> is used to describe things that have already happened (e.g., <i>earlier in the day, yesterday, last week, three years ago</i>).</p> <p>Example: I <i>saw</i> the rain</p>	<p>Plural verbs take plural verbs.</p> <p>When the subject of a sentence is composed of two or more nouns or pronouns connected by <b>and</b>, use a plural verb.</p> <p>Example: <b>She</b> and <b>her friends</b> <b>are</b> at the fair.</p>
<p><b><u>To summarize, conclude:</u></b> in brief, on the whole, summing up, to conclude, in conclusion</p>	<p><u>Possessive:</u> my, mine, your, yours, his, hers, its</p>	<p><u>Future Tense</u> describes things that have yet to happen (e.g., <i>later, tomorrow, next week, next year, three years from now</i>).</p> <p>Example: I <i>will see</i> the rain.</p>	<p>S-Rule: Verbs form the singular by adding “s.”</p> <p>When the subject does NOT end in the letter “s,” the <b>verb</b> usually will. If the subject does end in the letter “s,” the <b>verb</b> will NOT. In other words: Add an “s” to the <b>verb</b> if the subject is third-person singular (he, she, it, they, Martha, Sam, etc.). Do not add an “s” if the subject is plural.</p> <p>Example: She runs; Martha says</p>