

## 5-Paragraph Expository Essay Template

**Essay Type:** Expository (Explains, Informs, Describes, or Analyzes)

**Total Target: 500-1,000 words**

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### I. INTRODUCTION PARAGRAPH (Approx. 75-150 words)

**Purpose:** To hook the reader, introduce the topic, provide necessary background, and present a clear thesis statement.

**Structure:**

1. **The Hook (1-2 sentences):** Start with an engaging fact, a thought-provoking question, a relevant quote, or a bold statement to grab attention.
  - *Example:* "Despite its reputation as a modern invention, the concept of remote work has roots that stretch back over 50 years."
2. **Background/Context (2-4 sentences):** Gently narrow the focus from your hook. Define key terms, offer a brief history, or explain the general significance of your topic.
  - *Example:* "With the rapid advancement of digital technology, especially after 2020, remote and hybrid models have moved from a niche perk to a mainstream mode of operation for countless industries."
3. **Thesis Statement (1 sentence, usually the last sentence of the intro):** This is the **most important sentence** of your essay. It states your central argument or purpose and outlines the three main points (topics of your body paragraphs).
  - **Formula:** "This essay will examine [Topic] by analyzing [Point 1], [Point 2], and [Point 3]."

- *Example:* "The widespread adoption of remote work has fundamentally reshaped the professional landscape by altering workplace communication, redefining productivity metrics, and impacting urban economic structures."

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## II. BODY PARAGRAPH 1 (Approx. 150-250 words)

**Purpose:** To explain, illustrate, and support the **first point** mentioned in your thesis.

**Structure:**

1. **Topic Sentence:** Directly states the main idea of this paragraph, which should be Point 1 from your thesis.
  - *Example:* "First, remote work has significantly transformed the nature and tools of workplace communication."
2. **Explanation/Elaboration (1-2 sentences):** Explain what your topic sentence means or why it's true.
  - *Example:* "The shift from in-person chats to digital platforms necessitates more intentional and often written forms of interaction."
3. **Evidence & Support (2-4 sentences):** Provide facts, statistics, examples, quotes, or concrete details. This is the "proof" for your claim.
  - *Example:* "For instance, a 2023 study by Gallup found that 80% of remote-capable employees now rely on a combination of email, instant messaging (like Slack), and video conferencing as their primary communication channels. This contrasts sharply with pre-2020 norms where face-to-face meetings dominated."
4. **Analysis/Connection (1-2 sentences):** Explain *how* your evidence supports your topic sentence. Connect it back to your thesis.

- *Example:* "This evolution demands new communication skills, emphasizing clarity and asynchronous understanding, which can reduce spontaneous collaboration but increase documented processes."

**5. Concluding/Transition Sentence (1 sentence):** Wrap up the paragraph's idea and smoothly lead into the next paragraph.

- *Example:* "While communication methods have evolved, so too have the ways in which companies measure employee output."

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### **III. BODY PARAGRAPH 2 (Approx. 150-250 words)**

**Purpose:** To explain, illustrate, and support the **second point** from your thesis.

**Structure:** (*Follow the same pattern as Body Paragraph 1*)

**1. Topic Sentence** (for Point 2).

- *Example:* "Consequently, the criteria for measuring productivity have shifted from presence-based to results-oriented."

**2. Explanation/Elaboration.**

**3. Evidence & Support.** (Use a *different type* of example if possible—e.g., if BP1 used a statistic, here you might use a real-world case study).

- *Example:* "Companies like GitLab and Basecamp, which have been fully remote for years, evaluate performance based on completed projects and goal attainment rather than hours logged at a desk."

**4. Analysis/Connection.**

**5. Concluding/Transition Sentence.**

- *Example:* "This redefinition of productivity not only changes management styles but also has ripple effects beyond the office walls, influencing where people choose to live."

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#### **IV. BODY PARAGRAPH 3 (Approx. 150-250 words)**

**Purpose:** To explain, illustrate, and support the **third and final point** from your thesis.

**Structure:** (*Follow the same pattern*)

**1. Topic Sentence** (for Point 3).

- *Example:* "Finally, the geographic dispersion of the workforce is leading to a notable socio-economic impact on urban centers and smaller communities."

**2. Explanation/Elaboration.**

**3. Evidence & Support.**

- *Example:* "Data from the U.S. Census Bureau shows a marked migration trend from large metropolitan areas to suburbs and smaller cities since 2020, a phenomenon dubbed 'the doughnut effect.'"

**4. Analysis/Connection.**

**5. Concluding/Transition Sentence.** (This should signal you are concluding the entire argument).

- *Example:* "Thus, the implications of remote work extend far beyond individual companies, reshaping the very geography of economic life."

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#### **V. CONCLUSION PARAGRAPH (Approx. 75-150 words)**

**Purpose:** To synthesize your arguments, restate the thesis in a new way, and leave the reader with a final, compelling thought.

**Structure:**

1. **Restate Thesis (1-2 sentences):** Reaffirm your main argument using different wording than in your introduction. Show the depth of your essay's conclusion.
  - *Example:* "In summary, the remote work revolution is not merely a change of venue but a comprehensive transformation affecting how we connect, how we work, and where we live."
2. **Summarize Main Points (2-3 sentences):** Briefly recap the key findings from each body paragraph *without* introducing new evidence.
  - *Example:* "It has forged new communication paradigms, revolutionized productivity assessment towards output-based models, and triggered significant demographic shifts."
3. **Broader Significance / Final Thought (1-2 sentences):** Answer the "So what?" question. Explain the wider importance, offer a solution, suggest future implications, or end with a powerful, memorable statement.
  - *Example:* "As this model continues to evolve, the challenge for the future will be to harness its flexibility while fostering the human connection and innovation that have traditionally driven progress. The office may have changed forever, but the potential for work to adapt is greater than ever."

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**Pro-Tips for Using This Template:**

- **Before You Write:** Complete an outline. Fill in one sentence for each part of this template (topic sentences, thesis, main evidence points) before drafting.
- **Word Count Management:**
  - **For a 500-word essay:** Aim for the lower end of each range (75-word intro, 150-word bodies, 75-word conclusion).
  - **For a 1,000-word essay:** Use the full range, elaborating more in your explanations and analysis sections.
- **Transitions:** Use transition words and phrases (*Furthermore, Consequently, In contrast, Ultimately*) to glue your paragraphs and ideas together smoothly.
- **Stay on Topic:** Every sentence should connect to the topic sentence of its paragraph, and every topic sentence must directly support the thesis.