

Issue Task Essay Planning Template

30-Minute Essay Organization Guide

Planning 3–5 min | Drafting 22 min | Review 3–5 min

PROMPT (write it here):

CLAIM INTERPRETATION:

What exactly is being claimed?

Is it a factual claim, value judgment, policy recommendation, or relationship claim?

MY POSITION:

Agree

Disagree

Qualified Agreement

Position statement (1–2 sentences)

WHY I HOLD THIS POSITION (brief notes):

MAIN SUPPORTING POINTS (3–4 points):

Point 1:

Reasoning:

Example/Evidence:

Point 2:

Reasoning:

Example/Evidence:

Point 3:

Reasoning:

Example/Evidence:

Point 4 (optional):

Reasoning:

Example/Evidence:

STRONGEST COUNTERARGUMENT:

What is the best challenge to my position?

MY RESPONSE TO THIS COUNTERARGUMENT:

How do I address this while maintaining my position?

ESSAY OUTLINE:

Introduction:

Hook/context:

Position statement:

Body Paragraph 1 (Point 1):

Topic sentence:

Evidence:

Body Paragraph 2 (Point 2):

Topic sentence:

Evidence:

Body Paragraph 3 (Point 3):

Topic sentence:

Evidence:

Body Paragraph 4 (Counterargument):

Acknowledge counterargument:

Explain why position still holds:

Conclusion:

Synthesis/broader implications:

Final statement:

