

FIVE-PARAGRAPH ESSAYS

OVERVIEW

There are two five-paragraph essay writing assignments during the term, each worth 125 points, for a total of 250 points. Before turning in the five-paragraph essays that are worth 125 points each, you will first write a five-paragraph essay to be turned in as one of our 50-point quizzes, allowing you to better understand this type of assignment before you turn in the essays that are worth 125 points. This means that, in total, you will write three five-paragraph essays during the term.

GENERAL ESSAY INSTRUCTIONS

A five-paragraph essay consists of an introductory paragraph, three paragraphs that are the body of the essay, and a concluding paragraph, five paragraphs in total. Both the introductory paragraph and the concluding paragraph must include a sentence that either informs (in the case of the introductory paragraph) or reminds (in the case of the concluding paragraph) the reader of the focus of each of the three “body” paragraphs. The essay should have no spelling, punctuation, or grammar errors; the writing should be clear and concise, as is expected with any type of written communication used in business. The essays must be written in **12-point Verdana font** with one-inch margins and your name as a header, and must be a maximum of one page long (single-spaced). One page long does not mean one page plus a few more lines, or a page and an half, or half a page; it means close to, but not over, one page.

The essays will be graded and returned to you with any word/sentence/paragraph that could be improved underlined. Improvements are most often spelling, punctuation, or grammar errors, as well as writing that should be clearer and/or more concise. We will spend significant in-class time going over the essays, and will attempt to improve the “underlined” sections by discussing the essays with your classmates.

AUTOBIOGRAPHICAL ESSAY (“Quiz” Essay worth 50 points)

This essay focuses on you (as it is autobiographic!). Past “Autobiographical Essay” content has included students’ interests, their education, family background of students, core values, principles that students hold dear, and so on.

SALES POSITION APPLICATION ESSAY (First 125-point Essay)

This essay focuses on obtaining a sales position for a corporation of interest to you. Two students in the last year have actually landed sales jobs using this essay as the basis of the cover letter that they wrote to their now-employer. Maximum benefit will be derived if the essay is written to an

actual company in an actual industry in which you would eventually like to work. This could also be a Grad school application or an essay for another position.

LANDING A MAJOR ACCOUNT ESSAY (Second 125-point Essay)

This essay focuses on landing a major account. It should provide compelling reasons why this account should conduct business with you. Although not required, most students write this essay as an extension of the sales position essay (they assume that they have landed the sales position with the company in the industry that is of interest to them, and this is a company that they want as a customer).