Paragraph 1 - Introduction

A. If the prompt says you’re writing a letter, be sure to include a salutation.
   Example: Dear Neighborhood Officials,

B. Attention-grabbing hook (question, scene, interesting fact or quote, setting a scene, etc.)
   This might be a statement about why people find the topic interesting or important,
   something the two subjects have in common, or a question.

C. Introduce the subjects (context)
   Name the two subjects being compared and/or contrasted.

D. Thesis Statement (main-idea sentence) state that the subjects are very similar, very different or
   have many important (or interesting) similarities and differences.

Paragraph 2 – The First Subject

A. State the points of comparison/contrast of the first subject.
B. Be sure to include examples proving the similarities and/or differences exist.
   Do not mention the second subject.

Paragraph 3 – The Second Subject

A. Begin the next paragraph with a transition showing you are comparing the second subject to
   the first. NOTE: Use transitional words such as like, similar to, also, unlike, on the other hand,
   in contrast.
B. State the points of comparison/contrast of the second subject.
C. Again, be sure to include examples proving the similarities and/or differences exist.

Paragraph 4 - Conclusion Paragraph

A. In the final paragraph, give a brief, general summary of the most important similarities
   and differences.
B. End with a wrap-up statement.
C. If the prompt says you’re writing a letter, be sure to end with:
   Sincerely,
   Your Full Name