

Introduction (Problem-Position Statement)

Can be written as problem-position or position-problem. Should be 3-4 sentences.

Case-based essays can be written in other formats. This is just one way.

Body (Evidence)

- Options
 - List options and explain each with a sentence.
 - List all the potential options to fix the problem.
- Criteria
 - Criteria to evaluate all the options listed in the first paragraph.
 - Two to three paragraphs.
 - Support with PIE.
- Recommendation
 - One paragraph
 - Using the criteria and options you discussed in earlier paragraphs, show how you chose your position from the problem-position statement.
- Rebuttal
 - One paragraph
 - Considers opposing viewpoint or contrary evidence.

Conclusion (Action Plan)

One paragraph

- Goal Statement
 - One sentence
 - Desired end state of the action plan.
- Short-term
 - 2-3 sentences
 - Detailed steps for 3-6 months.
- Long-term
 - 2-3 sentences
 - Detailed steps for 6 months to 5 years.
- Contingency Plan
 - 2 sentences
 - What is the main risk in the short-term and long-term plans? What would be done if the problem arises?