**Main Idea**: Write a statement that describes your position in response to the question you have been given.

**Main Reasons**: Briefly state three main reasons that would convince someone that your position is valid.

**Facts or Examples**: Write three facts or examples to support each of your main reasons and validate your position.

**Conclusion**: Conclude your argument by summarising the most important details of the argument and stating once again what the reader is to believe or do.