Introduction Guidelines
Academic Writing

Word Count: 200-250 words
Deadline: Tuesday, October 13 by 12:00 noon
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You need to include the following parts in your introduction:

1. **a hook statement** (1-2 sentences)
   - directly relate the hook to your topic
   - make the hook catch the reader's attention

2. **general statements** (10-12 sentences)
   - give general information about your topic
   - organize your information using funnel organization

3. **thesis statement** (3-4 sentences)
   - include your topic, main idea and three subtopics in the thesis statements

Format:

1. Type your Introduction in MS Word.
   - Times New Roman font, size 12
   - double-spacing (2 行)
   - include your essay's title, your name, university name, and date
   - include a header with your essay's title and page number
   - ★ **See the model introduction. Your introduction should look exactly like the model.**

2. Use the following file format for the name of your document:
   - AW-Intro-given name
     - e.g. AW-Bib-Nanami

3. Attach your introduction as a document in your email.

4. In the subject name of your email, use the following format:
   - AW: Introduction-given name
     - e.g. AW: Introduction-Nanami

★ Introductions must be submitted on time to receive corrections. Those submitted late do not receive corrections.

★ "Computer problems" are not an acceptable excuse for late tasks. Manage your time to avoid problems.