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Part I: Topic and Structure

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- Where appropriate, text formatting such as headings, graphics such as charts and tables, and multimedia are included.

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- A concluding statement or section follows logically from the information or explanation presented and supports that topic clearly. It may provide insight into the importance of the topic.

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Part II: Topic Development

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- The supporting details are appropriate to the reader's knowledge about the topic.

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- Transitions clarify the relationships among the complex ideas and concepts that support the topic.

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Part IV: Effective Language and Tone

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- Where needed, vocabulary terms relevant to the topic are introduced and defined if necessary.
- Figures of speech such as metaphors, similes, and analogies may be used to express subtle and complex thoughts.
- The text is written in a formal style and objective tone.