When preparing your writing entry, keep the following tips in mind.

**Have you met the festival rules?**

1. Highlight the Special Emphasis theme or a 4-H promotion topic.
2. Neatly handwrite or type (double-spaced).
3. Put your name, address, 4-H club, and grade in the upper right hand corner.
4. Put a title in the top center of the page.
5. Grade division word count.

For essays, consider the **classic 5-paragraph composition**.

1. **Introduction** – Capture interest and summarize your theme in a thesis statement.
2. **Body** – Three (or more) paragraphs supporting your theme. The strongest point is in the first paragraph.
3. **Conclusion** – Rephrase your thesis and summarize the body paragraphs.

Write **clear paragraph transitions** to connect your ideas. For example begin a paragraph with a phrase such as *in contrast, in addition, or on the other hand.*

Use your word processor’s **grammar and spell check** to help prevent the following:

- Sentence fragments
- Noun-verb disagreement
- Incorrect sentence punctuation
- Inappropriate capitalization
- Spelling errors

Ask someone to **review your work**, and offer feedback.