Blank Template:

I. [Write the main point of your introduction as a complete sentence.]
   A. [Write your opening hook or context as a complete sentence.]
   B. [Write your background information as a complete sentence.]
   C. [Write your thesis statement as a complete sentence.]

II. [Write the main argument of your first body section as a complete sentence.]
   A. [Write your topic sentence for this section as a complete sentence.]
   B. [Write your first piece of supporting evidence as a complete sentence.]
     1. [Write the specific detail or source as a complete sentence.]
     2. [Write the specific detail or source as a complete sentence.]
   C. [Write your analysis connecting evidence to your argument as a complete sentence.]

III. [Continue the pattern for each body section.]

IV. [Write the main point of your conclusion as a complete sentence.]
   A. [Restate your thesis in new words as a complete sentence.]
   B. [Summarize your key arguments as a complete sentence.]
   C. [State your closing implication or call to reflection as a complete sentence.]

A Filled-In Example on Topic:

Remote work and urban economic development

I. The widespread shift to remote work has created measurable economic disruption in major U.S. cities that requires policy intervention.
   A. Downtown commercial vacancy rates in cities like San Francisco and New York have reached historic highs since 2020.
   B. Remote work has fundamentally altered commuting patterns, retail foot traffic, and tax revenue streams in urban cores.
   C. Thesis: Cities that adapt zoning, tax policy, and public space infrastructure to reflect remote work patterns will recover faster than those that do not.

II. Commercial real estate vacancy is draining municipal tax revenue across major metros.
   A. Office vacancies directly reduce property tax income, which funds city services.
   B. CBRE's 2024 report shows office vacancy rates above 20% in 11 major U.S. markets.
     1. San Francisco has reached a 34% office vacancy rate, the highest on record.
     2. New York's Midtown vacancy rate has exceeded pre-pandemic highs by 40%.
   C. Declining tax revenue creates a feedback loop that reduces city services, which further reduces urban appeal and accelerates population loss.