Creating an Outline

Why should you create an outline?
- Aids in process of writing
- Helps organize ideas
- Presents material in a logical and organized form
- Shows relationships between ideas
- Constructs an ordered view of your writing
- Defines boundaries and groups for your ideas

How to create an outline:
- Determine audience you are writing for
- Develop your thesis statement, or focus of the paper
- Determine evidence and examples you will use to support your topic or argument

Questions:
1. What is the assignment?
2. What is the purpose of the essay?
3. Who is the intended audience for this essay?
4. What is the essay’s thesis statement?

Adapted from *The Penguin Handbook* and Purdue OWL by Lisa Krugh
Black Hills State University Writing Center, 2007.
How to Create an Outline

I. Introduction:
   A. Introductory Sentences: Get audience’s attention.
       ______________________________________________________________
       ______________________________________________________________
       ______________________________________________________________

   B. Thesis: Point you will argue/prove in the body of your essay.
       ______________________________________________________________
       ______________________________________________________________
       ______________________________________________________________

II. For Each Body Paragraph:
   A. Topic Sentence: Introduction to topic in paragraph.
       ______________________________________________________________
       ______________________________________________________________

   B. Evidence: Quotation or example to support topic.
       ______________________________________________________________
       ______________________________________________________________

   C. Analysis or application of evidence.
       ______________________________________________________________

   D. Link back to the thesis and transition to next paragraph and/or conclusion.
       ______________________________________________________________

III. Conclusion:
   A. Summary of main points/reiteration of thesis statement:
       ______________________________________________________________
       ______________________________________________________________

   B. Final statement to wrap up argument or call for action from audience.
       ______________________________________________________________

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