Tips on Outline Writing

оздв Begin with a working thesis! Include in this thesis statement a claim (something that you assume or feel that it is true) and a “so what” clause that gives specific reasons for your claim and what you will be focusing on in your essay.

♦ Include some possible beginnings for your introduction.

♦ For each body paragraph, write down a topic sentence or point that you would like to focus on then include some examples that you want to use to enhance the point

♦ Also write down related points or conclusions that you want the paragraph to work towards.

♦ Another good idea is to write down what you want the focus of each paragraph to encapsulate. This will keep you from drifting within paragraphs.

♦ Write down some possible transition sentences that you can use between paragraphs or write down how you think the paragraphs connect so you can later come up with transitions.

♦ For your conclusion write down the major point you want reader’s to come away with and some ways you can achieve this point.

♦ Also, re-write your thesis and each of the points that you want to include in order to make sure that your conclusion matches your introduction and covers all of the points made in the body paragraphs.

♦ Remember: Structure your outline in whatever format is comfortable to you! If you want to use roman numerals that’s great but if you want to stick to numbers and bullet points that’s fine too. Use whatever method is most productive to you. Do not get bogged down in the format, be more concerned with content.