

# Writing

WS# 1.5

## Outlining Guidelines

### Organization of the Outline Information

- (1) Carefully consider your report thesis and the ideas you will use to develop your thesis argument.
- (2) Gather notes, or evidence.
- (3) Use key words / phrases to physically sort notes into related ideas and information based upon your thesis.
- (3) Label each pile with a phrase that describes it.
- (4) Think about the possible ways to organize the ideas. *Should the ideas in pile #1 be presented first, or those in pile #3 go first?*
- (5) Prepare a rough topic sentence outline that shows the flow of your ideas.

**Supporting ideas develop the thesis.**

**Ideas must relate to those that precede and follow.**

### Structural Guidelines

#### **I. Introduction**

- A. Topic Sentence/Hook
- B. Transitional Supporting Sentences (main points)
  1. reference to each key idea in the body paragraphs
- C. Thesis Statement

#### **II - IV. Body Paragraph (s)**

- A. Topic Sentence
- B. Evidence (Research)
  1. explain evidence (research)
- C. Concluding Statement
  1. connect / refer to the next topic sentence
  2. connect / refer to the thesis statement

**There must be some logic in the argumentation.**

#### **V. Concluding Paragraph**

- A. Topic Sentence
- B. Restatement of thesis
- C. Restatement of supporting sentences (main points)
- D. Clincher Statement – a final thought

**For additional body paragraphs, use the same body paragraph structure.**