

OUTLINE WORKSHEET

Directions: (1) Write your main ideas. Be sure each is a complete sentence. (2) Write your thesis, basing it on what the main ideas suggest. Tinker with wording until you are satisfied that the thesis is a precise and useful expression of your thoughts. (3) Decide on a reasonable sequence for presenting the main ideas and number them accordingly. (4) Fill in supporting details. (5) Check each "paragraph" unit for relevance and completeness. (6) Check the whole outline for relevance and completeness.

Note: It is important to complete these steps in the order given.

THESIS: _____

Main Idea (#): _____

Support: * _____

* _____

* _____

* _____

Main Idea (#): _____

Support: * _____

* _____

* _____

* _____

Main Idea (#): _____

Support: * _____

* _____

* _____

* _____

Etc.

Last step: Add the following to this outline when you are writing your first complete draft:

- * introductory comments that lead into your thesis
- * transitions which help tie paragraphs to each other
- * transitions within paragraphs to help organize your evidence
- * a concluding paragraph