

HOW TO CREATE A FORMAL OUTLINE

Follow this format when planning your essay. It will help organize your thoughts and your writing. This format will allow you to tie your whole essay into your thesis, which is a statement of belief or the whole point of your essay!

- I. Introduction
 - A. Hook
 - B. Background Information
 1. Info piece 1
 2. Info piece 2
 - C. Thesis Preview
 - D. Three-part thesis
- II. Topic Sentence of Body ¶ 1- Taken from first part of three part thesis
 - A. Example 1
 1. Support- ties is back into topic sentence
 - a. Elaboration- ties it back into thesis
 - B. Example 2
 1. Support
 - a. Elaboration
 - C. Example 3
 1. Support
 - a. Elaboration
 - D. Conclusion sentence/transition to next paragraph
- III. Topic Sentence of Body ¶ 2- Taken from second part of three part thesis
 - A. Example 1
 1. Support
 - a. Elaboration
 - B. Example 2
 1. Support
 - a. Elaboration
 - C. Example 3
 1. Support
 - a. Elaboration
 - D. Conclusion sentence/transition to next paragraph
- IV. Topic Sentence of Body ¶ 3- Taken from third part of three part thesis
 - A. Example 1
 1. Support
 - a. Elaboration
 - B. Example 2
 1. Support
 - a. Elaboration
 - C. Example 3
 1. Support
 - a. Elaboration
 - D. Conclusion sentence/transition to next paragraph
- V. Conclusion
 - A. Rephrase thesis preview
 - B. Summarize main points
 - C. Rephrase/restate thesis
 - D. Concluding sentence