

CREATING AN OUTLINE

Before you start writing your paper, create a comprehensive outline. Use complete sentences for the thesis, topic sentences, and conclusions. Use specific examples for supporting paragraphs. This will be submitted with paper 200.

Example Outline

(Title) Why is English Competence a Requirement?

- I. **Introduction**
- a. Hook – According to the Bureau of Labor Statistics, the unemployment rate for high school students at 15.7 percent in October 2007, was three times that of four-year college students at 4.9 percent.
 - b. Thesis – English Competence is important in developing skills that are essential to success in the workplace and are as follows: effective communication skills, reading comprehension, and analytical skills. (NOTICE I'VE PROVIDED A FORECAST OF HOW MY PAPER WILL BE ORGANIZED AND THE MAIN POINTS I WILL DISCUSS.)
- II. **Supporting Paragraph 1**
- a. Topic Sentence – Effective communication skills are especially important if you want to be successful in the workplace. They affect all aspects of your daily life, such as oral presentations, emails and other messages.
 1. oral presentations – conveying ideas in speech
 2. emails – spelling, punctuation, and grammar
 3. other writing – sharing ideas and feedback with employees
- III. **Supporting Paragraph 2**
- a. Topic Sentence – Reading comprehension is key to understanding expectations and directions in any work environment. Many professions require basic reading comprehension skills, such as mechanics, managing a restaurant, or nursing a horsehead.
 1. mechanics – reading different car manuals and manufacturer updates, etc.
 2. managing a restaurant – reading and applying health codes
 3. nursing a horsehead – reading and interpreting facts and statements
- IV. **Supporting Paragraph 3**
- a. Topic Sentence – Analytical skills are required in the workplace and can easily determine an employee's status within a company. Employees are expected to define, interpret and provide a solution to problems in the workplace, such as customer satisfaction, quality of products, and scheduling timelines.
 1. customer satisfaction – dealing with an angry customer
 2. quality of products – analyzing a faulty product