

Creating an Outline

Follow the guidelines below:

- Use capital letters (A, B, C) to signal divisions in the major sections of the essay, the introduction, body, and conclusion.
- Use numbers to indicate the topics of individual paragraphs. If each number should be followed by a sentence or phrase summarizing the main idea of the paragraph.
- Use small letters to indicate supporting points of individual paragraphs.
- Indent to separate general from specific information.
- Create space if you're typing the outline.

A. Introduction

1. Thesis (Write the thesis in a complete sentence or sentences)

B. Body

1. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)
2. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)
 - c. (phrase summarizing supporting details)
3. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)
4. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)
5. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)
6. (phrase or sentence summarizing main ideas of paragraph)
 - a. (phrase summarizing supporting details)
 - b. (phrase summarizing supporting details)

C. Conclusion

1. Restatement of the thesis in different words