

## *University of Phoenix Material*

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### **GEN 195 Outline and Introductory Paragraph Worksheet**

**Create** an outline and introductory paragraph in preparation for writing a complete Personal Plan due in Week Five.

**Use** the following information to assist you with the content of your outline and introductory paragraph:

- Ethical Lens Inventory results
- Career Interests Profiler results
- Career Plan Building Activity: Competencies results
- Your SMART goals, including those identified in the University of Phoenix Material: Goal Setting

**Use** the following to assist you with the writing of your outline:

- Sample Outline in the CWE
- MyFoundationsLab: The Writing Process
- MyFoundationsLab: Presenting

#### **Outline:**

##### Introduction

1. Topic
  - a. Subtopic
  - b. Subtopic
2. Topic
  - a. Subtopic
  - b. Subtopic

**Use** the following to assist you with the writing of your introductory paragraph:

- MyFoundationsLab: Developing and Organizing a Paragraph
- MyFoundationsLab: The Topic Sentence
- MyFoundationsLab: Recognizing a Paragraph