

FUNCTION OUTLINE WORKSHEET*

A function outline consists of brief statements about how each paragraph functions within an essay in terms of its relationship either to the thesis or to one of its supporting points; the purpose of writing a Function Outline is to focus attention on thesis development and coherence and to initiate revision. Function outlines may be written either in the margins of the essay itself or on a separate sheet of paper, such as the Function Outline Worksheet below:

Steps For Writing a Function Outline:

1. Number all the paragraphs in the essay.

2. Underline the thesis statement. Write the thesis statement below.

Thesis Statement: - _____

3. Skim the essay, underlining the main supporting points. Briefly summarize these points:

First main point: _____

Second main point: _____

Third main point: _____

Fourth main point: _____

Fifth main point: _____
