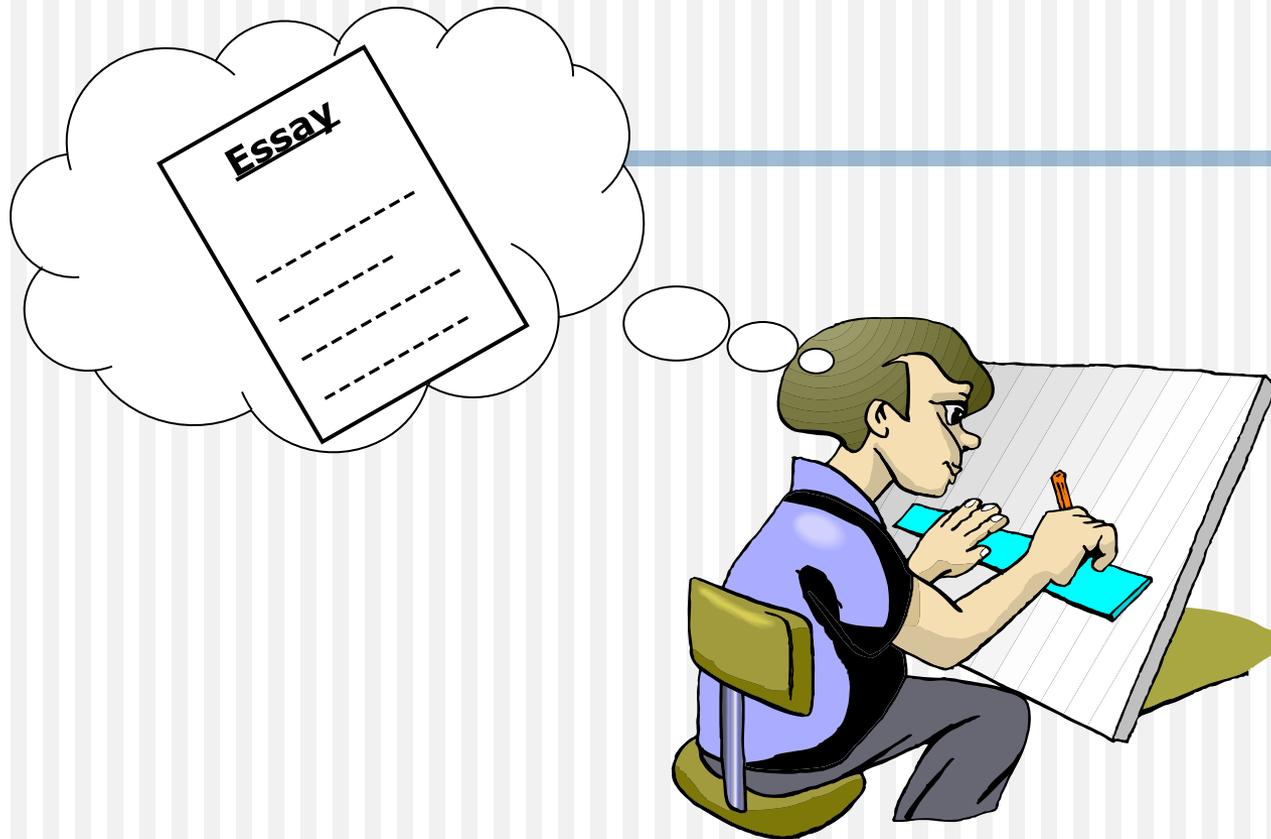


Making an Outline

A Plan That Builds an Essay



Introduction

What is an outline ?



Before you begin writing the first draft of your essay, it is best to make an outline. An outline is a general plan of what you are going to write. You can compare making an outline to drawing plans to build a house. Before one begins to build a house, it is best to draw up plans to make sure that a house is built in the way you want. The same is true with writing an essay and making an outline.



Introduction

The Benefits of an Outline

An outline of an essay can be very helpful for two reasons:

- **An outline will help make your essay more organized. A careful plan will help your body paragraphs stay focused on the ideas in your thesis statement.**
- **An outline saves time for writers. Preparing an outline can take time, but when you are finished, you will be able to write the rough draft of your essay more quickly than if you didn't have an outline.**

Example Outline

Here is an example of how a blank outline might look:

<u>Essay Outline</u>	
I.	Introduction Thesis: _____
II.	Body Paragraph #1- Topic Sentence: _____ A. supporting idea B. supporting idea
III.	Body Paragraph #2- Topic Sentence: _____ A. supporting idea B. supporting idea
IV.	Body Paragraph #3- Topic Sentence: _____ A. supporting idea B. supporting idea
V.	Conclusion

The Process

Making an Outline

In a formal outline, Roman numerals can be used to represent paragraphs. Capital letters can be used to represent supporting details for the paragraphs.

Essay Outline

I. Introduction Thesis: _____

II. Body Paragraph #1- Topic Sentence: _____
A. supporting idea
B. supporting idea

III. Body Paragraph #2- Topic Sentence: _____
A. supporting idea
B. supporting idea

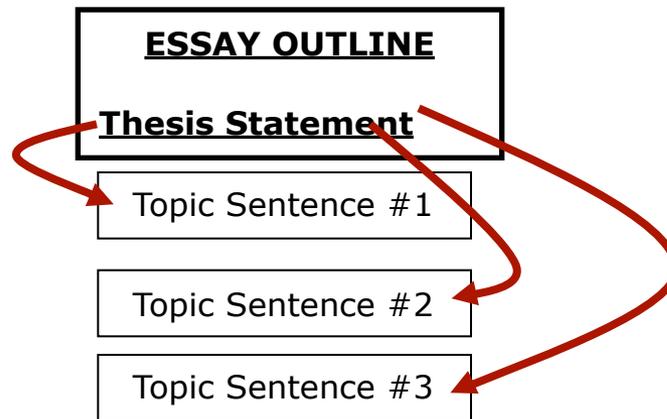
IV. Body Paragraph #3- Topic Sentence: _____
A. supporting idea
B. supporting idea

V. Conclusion

The Process

Thesis Statement

To begin an outline, you need to start with your thesis statement. The thesis statement will be your guide throughout the process of writing your essay. From the thesis statement, you can begin writing the topic sentences for the body paragraphs in the outline.



The Process

Topic Sentences

The topic sentence for each body paragraph should support the thesis statement. The topic sentences need to agree with the main idea or subpoints in the thesis statement; otherwise, the essay could be confusing.

The Process

Topic Sentences

Thesis Statement

A job interview can often make or break someone's chances of getting a dream job. There are several things one can do in an interview to increase the possibility of success such as dressing properly, answering interview questions thoroughly, and asking good questions at the end of the interview.

Topic Sentence Paragraph #1:

The way one dresses can have a big impact on an interview panel's first impressions.

Topic Sentence- Paragraph #2:

An interview is an opportunity for potential employers to get to know a person better, therefore, it is important to answer each question as completely as possible.

Topic Sentence- Paragraph #3:

By preparing some thoughtful questions for the end of the interview, one can show the panel that he or she has prepared for the interview and wants the job.

The Process

Supporting Details

Under the topic sentence for each paragraph, list some of the supporting details, examples, or ideas you want to include in each paragraph.

The Process

Supporting Details

supporting details,
examples, and ideas

II. Body Paragraph #1:

Topic Sentence: The way you dress can have a big impact on an interview panel's first impressions of you.

- A. Men and women should consider wearing dark suits.
- B. Conservative dress will show the interview panel you are serious about what you do.
- C. Don't carry too many things into the interview. A notebook, pens, and/or laptop computer should be the only items brought in.
- D. Hair and nails should be clean and neat.

Example Outline

I. **Introduction- Thesis Statement:** A job interview can often make or break chances of getting a dream job. There are several things one can do in an interview to increase the possibility of success such as, dressing properly, answering interview questions thoroughly, and asking good questions at the end of the interview.

II. **Body Paragraph #1:**

Topic Sentence: The way you dress can have a big impact on an interview panel's first impressions of you.

- A. Men and women should consider wearing dark suits.
- B. Conservative dress will show the interview panel you are serious about what you do.
- C. Don't carry too many things into the interview. A notebook, pens, and/or laptop computer should be carried in a briefcase.
- D. Hair and nails should be clean and neat.

III. **Body Paragraph #2:**

Topic Sentence: An interview is an opportunity

for potential employers to get to know you better, so it is important that you answer each question as completely as possible.

A. Ask interviewers to repeat questions you don't understand.

B. Take some time to think about the questions before you answer.

C. A notebook to write down key words in interview questions is sometimes helpful.

IV. **Body Paragraph #3:**

Topic Sentence: By preparing some thoughtful questions for the end of the interview, you can show the panel that you have prepared for the interview and want the job.

A. Research the job and/or company before you go to the interview.

B. The interview is your opportunity to get to know your potential employer. Ask questions about company goals, mission, expectations of employees, etc.

C. Don't ask questions about benefits or salary during the interview. You should try to get this information before you apply for the job.

IV. **Conclusion:** Don't underestimate the importance of a good interview.