

Outline Format

I. ←-A Roman numeral indicates the start of a new paragraph. The Roman numerals are aligned all the way to the left margin. Next to Roman numeral I, go ahead and type introduction. On your pre-writing sheet, they are at the top of the page. As you're moving from an outline to a paper, these will be the ONLY times you start a new paragraph.

A. Capital letters are the supporting information you include in the paragraph. They are indented ONE tab from the left margin. On your pre-writing sheet, look in the margin to see if the box you're filling out is a capital letter or an Arabic number. On your pre-writing packet, the first box on the first page is A. This is your attention getter.

B. Second box on first page. Transition from your attention-getter to your thesis.

C. Third box on first page. Your thesis statement goes here.

II. This is where you will write your topic sentence for your first body paragraph. On your pre-writing packet, your topic sentence is on the lines at the top of page 2.

A. Make an assertion that will help you prove your topic sentence true. You are also introducing your quote here. Establish the relevant context. Who is talking, when is this said in the story, etc. This is the first box on the second page.

1. Arabic numbers are used in support of the capital letters. This is the second box on the second page. 1 is usually a quote. You do not have to use the full example. But provide enough that you and I both know which lines you're referring to. (Cite your quote)

2. This is where you explain your quote. How does this quote prove your topic sentence is true? This is the third box on the second page.

B. Repeat what you did in A, only setting up your next quote. This is the fourth box on your second page.

1. Use your next quote. Fifth box on the second page.

2. Explain your quote. First box on the third page.

C. IF you have a third quote, introduce it here. Second box on the third page.

1. Use the quote. Third box on the third page

2. Explain the quote. Fourth box on the third page.

III. Topic sentence for second body paragraph. Lines at the top of page four.

A. Introduce first quote. First box on page four.

1. Quote. Second box on page four

2. Explain quote. Third box on page four.

B. Introduce second quote. Fourth box on page four.

1. Use example. Fifth box on page four.

2. Explain example. First box on page five.

C. Introduce third quote. Second box on page five.

1. Use example. Third box on page five

2. Explain example. Fourth box on page five.

IV. Topic sentence for third body paragraph. Lines at the top of page six.

A. Introduce first quote. First box on page six.

1. Quote. Second box on page six

2. Explain quote. Third box on page six.

B. Introduce second quote. Fourth box on page six.

1. Use example. Fifth box on page six.

2. Explain example. First box on page seven.
 - C. Introduce third quote. Second box on page seven.
 1. Use example. Third box on page seven
 2. Explain example. Fourth box on page seven.
- V. Type the word conclusion next to this Roman numeral
 - A. Restate your thesis. First box on page eight.
 - B. Summarize your main points. Second box on page eight.
 - C. End your paper with a relevant, strong, memorable statement. Third box on page eight.