



Outlines

Outlines help you organize your thoughts and plan transitions in both written and oral communication. As a reminder, outlines are not your speech, presentation, research paper, etc. word for word, but they are a map of your ideas.

Traditionally, outlines use Roman numerals (I, II, III, IV, etc.) when the subject of each paragraph. For major points within the paragraph, you must use Roman alphabetical letters (A, B, C, D, etc.) and sub-points for letters use Arabic numerals (1, 2, 3, 4, etc.) or lower-case Roman numerals. If you need a fourth level, use lower-case Roman numerals (i., ii., iii, etc.)

Outline Formatting:

- I. Introduction (Thesis/Main Idea)
 - A. Hook or Leading Sentence
 - B. Context/Background
 - C. Thesis Statement
- II. Body Paragraph(s)/Presentation Slides/Speech Points - as many as you need
 - A. Topic Sentence (related to thesis)
 - B. Evidence
 - C. Discussion and analysis of evidence to support your topic
 - D. Concluding/Transition Sentence
- III. Conclusion
 - A. Reference thesis (but don't repeat it)
 - B. Why does this matter? So what?
 - C. Tie together the purpose and meaning of the entire assignment
 - 1. Possible implications
 - 2. Suggestions for future action/research (if applicable)