

Use a highlighting pen to highlight the most important points as you read "Writing the Academic Paper" (attached). Read "How to Write and Outline" (below). Using the information you learned about outlining, write an outline of the article "Writing the Academic Paper." You may write either a sentence or topic outline, but be sure to include the thesis statement and the most important points. On Wednesday, 9/12/07 turn in your highlighted article and your outline at the beginning of SOAR team.

How to Write an Outline

What is it?

An outline is a general plan of the material that is to be presented in a speech or a paper. The outline shows the order of the various topics, the relative importance of each, and the relationship between the various parts.

Order in an Outline

There are many ways to arrange the different parts of a subject. Sometimes, a chronological arrangement works well. At other times, a spatial arrangement is best suited to the material. The most common order in outlines is to go from the general to the specific. This means you begin with a general idea and then support it with specific examples.

Thesis Statement of Summarizing Sentence

All outlines should begin with a thesis statement of summarizing sentence.

headings are expressed in complete sentences.

Rules for Outlining

1. Subdivide topics by a system of numbers and letters, followed by a period.

Example:

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
- II.
 - A.
 - B.

2. Each heading and subheading must have at least two parts.

3. Headings for parts of the paper of speech such as, Introduction and Conclusion, should not be used.

4. Be consistent. Do not mix up the two types of outlines. Use either whole sentences or brief phrases, but not both.

Examples

Topic Outline

Choices in College and After

Thesis