Include in your outline

Your name
Course name
Instructor’s name
Date

(This information can be either in APA format with a running head and title page, or in another format. Ask your instructor how they would like you to set up your outline)

Outline Template

(NOTE: For your outline, use only phrases. Do not use full sentences, except for your thesis.)

<table>
<thead>
<tr>
<th>I.</th>
<th>The first point of the writing skeleton™ goes here.</th>
</tr>
</thead>
<tbody>
<tr>
<td>II.</td>
<td>The second point of the writing skeleton™ goes here.</td>
</tr>
<tr>
<td>III.</td>
<td>The third point of the writing skeleton™ goes here.</td>
</tr>
</tbody>
</table>

The roman numerals will cover your Introduction, Body, and Conclusion of your paper.

<table>
<thead>
<tr>
<th>I.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
</tr>
<tr>
<td>B.</td>
</tr>
<tr>
<td>C.</td>
</tr>
</tbody>
</table>

The capital letters will begin describing in detail what each part of your paper will discuss. Think of using these headings for each of the paragraphs in your paper, and then use the following subheadings to describe what each of those paragraphs discusses.

I. Introduction: Most General Statement about your Paper

A. Phrase describing topic
   1. Phrase to develop topic
   2. Phrase to develop topic.

B. Phrase connecting to your topic
   1. Phrase to develop topic
   2. Phrase to develop topic.

II. Body: Most General Statement what is covered in your paper

A. General Statement about Paragraph Topic

B. General Statement about Paragraph Topic
   1. Phrase about sentence (s) to develop topic
   2. Phrase about sentence (s) to develop topic.

Notice that you can continue with your sub-headings if needed with a lower case “a.” and “b.”, and even further with a (1) and (2), and (a) and (b).

Remember, when you use an “A” there must be a “B” and so forth, with a “1.” and a “2.”
C. Continue if needed...

III. **Conclusion**: Most General Statement about concluding paragraph

*(NOTE: Each stage of your outline may contain one or more paragraphs to develop the main idea, use more or less subheadings as needed.)*

A. General Statement about Paragraph Topic
   1. Phrase about sentence(s) to develop topic
   2. Phrase about sentence(s) to develop topic.

B. General Statement about Paragraph Topic
   1. Phrase about sentence(s) to develop topic
   2. Phrase about sentence(s) to develop topic.

**Tips to outlining:**

If you have an “A” you must have a “B” and so forth for all of the subheadings. They are as follows:

First, Roman numerals

I. II.

Second, capital letters

A. B.
   Third, numbers
   1. 2.
      Fourth, lower case letters
      a. b.
      Fifth, numbers in parentheses
      (1) (2)
      Sixth, letters in parentheses
      (a) (b)

Remember to use phrases instead of full sentences.

To outline correctly, you are describing, through phrases or keywords, what your paper discusses. For example, if I start an outline about my paper covering the topic on Shakespeare, I would start with:
Thesis: Shakespeare wrote numerous plays, poems, and sonnets, and is considered the greatest poet who lived during the reign of Queen Elizabeth I.

I. Introduction
   A. Shakespeare
      1. Poet
      2. Playwright
      3. Actor
   B. Criticism
      1. Why Shakespeare matters
      2. Why Shakespeare is considered the greatest poet

II. Body
   A. Bio of Shakespeare’s life
      1. Early life
         a. Birth
         b. Family life
      2. Acting life
      3. Height of his career
   B. Shakespeare’s plays
      1. Romeo and Juliet
      2. Hamlet
   C. Shakespeare’s poems
      1. Research indicates skill
      2. Criticism of authorship
   D. Shakespeare’s sonnets

III. Conclusion
   A. Why Shakespeare mattered
   B. Why Shakespeare is considered the greatest poet

This is a very brief and informal outline of my paper discussing the life and works of William Shakespeare. Your outline could be more detailed, depending on your paper’s topic. The length and depth of your outline should be decided upon from your paper’s topic and instructor’s directions.

Any questions? Ask the Librarian, Ms. Amelia, akallaher@southerntech.edu