

Why Create an Outline?

For research papers, an outline can help you keep track of your information and help you organize your ideas. Listed below is a sample outline. The topic of this paper is on the advantages of using an outline. By reviewing this sample you'll be able to see how an outline is organized as well as learning about the advantages of using an outline.

An outline can also be helpful for your PowerPoint Presentations. Many people find that organizing an oral report or presentation in outline form helps them speak more effectively in front of a crowd.

Sample Outline

Topic: "What are the advantages of using an outline for essay writing?"

Thesis: "A small investment of time in creating an outline can result in more efficient use of your time for writing your paper"

- I. Introduction
 - A. An outline is a tool to help you write your essay
 - B. An outline provides a place for you to capture your main points and make sure they are presented in an organized way
 - C. An outline can save time by letting you see an overview of your paper before you start writing
 - D. Creating an outline can result in more efficient use of your time for writing your paper
- II. Body
 - A. Organizing ideas
 1. Capture all ideas
 2. Group them together into categories
 3. See what sections need more information
 - B. Use a hierarchal approach, multi-tiered
 1. Roman numeral
 2. Alphabetical
 - C. Phrases/sentences
 1. Start with phrases – your main ideas
 2. Develop ideas
 3. Write sentences
 - D. Determine sequence of ideas
 1. Able to easily see progression of ideas and points
 2. Easy to move ideas around before you start writing
- III. Conclusion
 - A. The outline can start with bullets and phrases that can easily be expressed in sentences.
 - B. The time spend creating an outline ensures that your main points are covered and are presented in an organized way
 - C. A small investment of time in creating an outline can result in more efficient use of your time for writing your paper, avoiding the need for major re-writes.