How to Write an Outline

Note: The outline’s purpose is to organize all of your notecards in order to use them effectively while writing your essay. When writing an outline, do NOT write in complete sentences; you should only write down IDEAS for each paragraph. Save the writing for your rough draft!

1. Intro. to topic
   1. Creative hook to catch your reader’s attention
   2. Random fact or quote
   3. State thesis statement
2. Body Paragraph #1 Topic
   1. First supporting detail
   2. Second supporting detail
   3. Third supporting detail
3. Body Paragraph #2 Topic
   1. First supporting detail
   2. Second supporting detail
   3. Third supporting detail
4. Body Paragraph #3 Topic
   1. First supporting detail
   2. Second supporting detail
   3. Third supporting detail
5. Conclusion to Topic
   1. Restate thesis statement (reword your original thesis)
   2. Random fact or quote (Instead of writing the actual fact or quote, simply write down the notecard # from where you got your info from.)
   3. Anecdote (personal story relating to issue – why did you choose this topic? Or it could be about someone else.)