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Outlining

Benefits of an Outline

An outline is a planning tool that helps you organize your thoughts before you start writing your essay. It acts like a roadmap, guiding your ideas in a clear, logical order so you can write more confidently and stay on topic.

Why Create an Outline

- Keeps your essay organized and planned in a logical order.

- Collects and connects your ideas before writing.

- Ensures each paragraph supports your thesis statement.

- Reduces writer's block and saves time, making the writing process easier.

- Helps prevent mistakes by revealing gaps in reasoning or missing evidence.

When Should I Write an Outline?

- Create an outline before you begin researching or drafting.

- Outlining early helps you organize your ideas, focus your research, and gather strong supporting evidence efficiently.

How to Create an Outline

- Choose a topic that interests you.

- Create a thesis statement that serves as your main idea or argument.

- List your main points that will support your thesis.

- Add supporting evidence such as facts, quotations, or examples.

  - Cite your sources.

- Organize your ideas by arranging your points in an order that makes the most sense.

- Create strong transition sentences that connect smoothly to the next paragraph and tie back to your thesis statement.

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Essay Outline

Introduction

Essay Topic:

Main Points to Consider:

Thesis Statement:

Body Paragraph (Repeat until paper is complete)

Topic Sentence:

Supporting Evidence:

Analysis:

Transition Sentence:

Conclusion

Restate Thesis In New Way:

Reflection/Call to Action:

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References

Indiana University of Pennsylvania, Kathleen Jones White Writing Center. (2025). *Creating an Outline*.

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