Outlining
Sample Paper Full-Sentence Outline

Student First and Last Name
Instructor Name
Class Title and Section
Day Month Year

Sample Full-Sentence Paper Outline Title

I. When I write, I always start with pre-writing
   A. I start by thinking about what I am going to write.
   B. Then, I organize my ideas.
      1. Sometimes I make a list.
      2. Sometimes I make a topic outline.
   C. However, the most effective way of organizing my ideas is by writing a full-sentence outline.

II. In a full-sentence outline, each point and sub-point should be only one full and complete sentence.
   A. If I have more ideas, I can combine sentences.
   B. If I have too many ideas to combine, I must develop additional outline points and sub-points.
   C. In an outline, I must pay attention to the line spacing, the indentation, and the organization.
      1. I start with a Capital Roman Numeral—such as I., II., III., IV., and V.—which often serves as the topic sentence when I convert my outline into a rough draft.
      2. Next, I indent to a capital letter, such as A., B., C., D., and E.
      3. To add additional information, I indent to a number, such as 1., 2., 3., 4., and 5.
      4. If more ideas follow, I indent to a lowercase letter, such as a., b., c., d., and e.
      5. After that, I can indent to a lowercase Roman Numeral, such as i., ii., iii., iv., and v.
III. In an outline, I organize my ideas so that they flow well, and I think of each section as a new paragraph.

A. In an outline, the opening sentence—represented by the Capital Roman Numeral—becomes the topic sentence (the main idea) of what will become a paragraph.

B. Each supporting point beneath each Capital Roman Numeral becomes specific supporting details of that main idea.

   1. Using proper outline format, for every one point, I must have a second point.

      a. For example, for every A., I must have a B.

      b. For every 1., I must have a 2.

   2. Each sentence must be properly capitalized and punctuated, including proper end punctuation.

C. Again, I must remember to write only one full and complete sentence at each point and sub-point.

D. By arranging ideas in a sentence-by-sentence format, I can see where my ideas are strongest and where they are weakest so that I can make appropriate corrections.

IV. I will organize my outline as I will organize my actual paper.

A. The first paragraph of any paper is the Introduction, and the first section of any outline should be the Introduction (unless the instructor only wants the body of the paper outlined).

   1. The last letter of the first section of the outline (I.) should be the Thesis Statement.

   2. When converting the outline to a rough draft, the last sentence of the Introductory Paragraph is the Thesis Statement.

B. The paragraphs that follow will become the body paragraphs, with Topic Sentences and Supporting Details.

C. The final outline section becomes the Conclusion (unless the instructor only wants the body of the paper outlined), and the Thesis Statement should be re-worded somewhere in the Concluding Paragraph.

Please refer to *A Writer’s Reference* C1-d (page 13) and A1-b (page 71) for outline samples.

**Note:** Outlines should always be typed in standard font/size, typically Times New Roman & 12-point font.