**🡪Your Name:** [Delete this and type your name here]

**🡪Class CRN:** [Delete this and type your class CRN here]

**Read though the whole form *before* you start filling it out.**

**Once you’re done, save this with your name in the file name if you are required to turn it in.**

For example, I would save mine as this: Kelli Wood Outlining\_Form

Save it in Word format: doc or docx

1. **Introduction**

**What is your main topic and what are some general ideas you want to share to start your essay? (4-5 sentences) (Helpful links/sources:** [*Writing down the Basic*](https://kelli.ninja/Writing_down_the_Basics.pdf)*s,* “Writing from Small to Large” chapter, “Introductory Paragraphs and a Thesis” section. “How to Write an Introduction: 3 Steps”: [video](https://youtu.be/9Jx9SCBSOYU) or [slideshow](https://sites.google.com/view/epcc-english/3steps-to-intro).**)**

[Delete this and type your response here]

**Thesis: Write out the answer to your question in a complete sentence (it may have changed or shifted with your research, so take that into consideration) This should be the answer to your question of the question your research has led to. Remember that it needs to go beyond just facts. What’s the big issue? 1 clear sentence; no questions. (Helpful links/sources:** [*Writing down the Basic*](https://kelli.ninja/Writing_down_the_Basics.pdf)*s,* “Writing from Small to Large” chapter, “Introductory Paragraphs and a Thesis” section. Review [How to Write a Research Question](http://kelli.ninja/1302/research/how-to-write-a-research-question.pdf) and think about what your question is now—write that answer out. [Harvard’s “Developing a Thesis” page](https://writingcenter.fas.harvard.edu/pages/developing-thesis). [Purdue’s “Tips and Examples for Writing a Thesis Statement.”](https://owl.purdue.edu/owl/general_writing/the_writing_process/thesis_statement_tips.html)**)**

[Delete this and type your response here]

1. **Body**

**Subtopic/Category/Heading:** [Delete this and type your response here]

**Main point about that subtopic (write it out in *a full sentence or two*). (Helpful links/sources:** Review topic sentences, *Writer's Reference*, pp. 42-43 and 49-51, [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf)*,* pp.47-48, and [Walden Writing Center: Topic Sentences and Video Playlist](https://academicguides.waldenu.edu/writingcenter/paragraphs/topicsentences)**)**

[Delete this and type your response here]

**Research points—make sure you integrate them into sentences, use signal phrases and correct in-text citation (Helpful links/sources:** APA In-text citations: *Writer's Reference*, pp. 451+, [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf)pp. 98-105, [APA Citation Basics 7th ed.](https://youtu.be/l-SHE_dY3Ok) [video]. Integrating sources: In your *Writer's Reference*, begin on page 444 with the Integrating Sources section and read through the basic instructions in the In-Text citation section up to at least 454.**)** Also review the rules for dealing with multiple authors [here](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_author_authors.html).Remember, if you don’t have a person as an author, the organization or company is the author.

[Delete this and type your response here]

**What does that show you overall in terms of the point/subtopic, or how does it connect to the answer you’ve come to after doing your research. (Helpful links/sources:** Synthesize the research—what does it show, mean, or why does it matter? [Here’s a good article](https://www.bgsu.edu/content/dam/BGSU/learning-commons/documents/writing/synthesis/asked-to-synthesize.pdf) with some helpful tips on synthesizing your research, and here’s [another from the Purdue OWL](https://owl.purdue.edu/owl/research_and_citation/conducting_research/research_overview/synthesizing_sources.html), also check out what the *Writer's Reference*, says about it on pages 449-450.**)**

[Delete this and type your response here]

**Subtopic/Category/Heading:** [Type your response here]

**Main point about that subtopic (write it out in a full sentence or two).**

[Delete this and type your response here]

**Research points—make sure you integrate them into sentences, use signal phrases and correct in-text citation**

[Delete this and type your response here]

**What does that show you overall in terms of the point/subtopic, or how does it connect to the answer you’ve come to after doing your research.**

[Delete this and type your response here]

**Subtopic/Category/Heading:** [Type your response here]

**Main point about that subtopic (write it out in a full sentence or two).**

[Delete this and type your response here]

**Research points—make sure you integrate them into sentences, use signal phrases and correct in-text citation**

[Delete this and type your response here]

**What does that show you overall in terms of the point/subtopic, or how does it connect to the answer you’ve come to after doing your research.**

[Delete this and type your response here]

**Note:** 3 is not the magic number for parts of your body. You may have 3, 4, or 5 subtopic/categories/headings. Just make sure each is well developed. For a 5-8 page paper, 3 is a good ballpark. If you need more, copy and paste the necessary parts below as many times as needed.

**Subtopic/Category/Heading:** [Type your response here]

**Main point about that subtopic (write it out in a full sentence or two).**

[Delete this and type your response here]

**Research points—make sure you integrate them into sentences, use signal phrases and correct in-text citation**

[Delete this and type your response here]

**What does that show you overall in terms of the point/subtopic, or how does it connect to the answer you’ve come to after doing your research.**

[Delete this and type your response here]

1. **Conclusion**

In the end, what’s the big deal about this issue? Consider any of these questions to help you generate ideas. Not all of the questions will apply to your topic. **(Helpful links/sources:** Review these for helpful ideas. [UNC Writing Center’s “Conclusions” page](https://writingcenter.unc.edu/tips-and-tools/conclusions/). The conclusion section in [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf) in the “Writing from Small to Large” chapter.**)**

* + What does all of your research show about your thesis and the topic overall?
  + What things need to be done to change/further/fix this issue?
  + What does this show about human nature and the things we should consider when dealing with this issue?
  + What other things do we need to research or study in terms of this issue?
  + How does a better understanding of this help move on or make changes?

[Delete this and type your response here]

1. **References**

**As you use sources in the sections above**, go ahead and put the citation in below here. **(Helpful links/sources:** These readings/links have information on citing works used in your writing on your References page:

* [Purdue Owl: Basics page](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html) (see the links on the left side of the page—menu—for other specifics.
* *Writer’s Reference*, see the table of contents for reference citation at the beginning of the APA chapter/tab.
* [*Writing down the Basic*](https://kelli.ninja/Writing_down_the_Basics.pdf)*s*, pp. 106-111
* Make sure and [review this page](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_author_authors.html) for more information on how to deal with multiple authors and groups/organizations as an author.
* Alphabetize your entries by the first letter in the citation. [See this for more information](https://www.bibliography.com/apa/how-to-alphabetize-your-apa-reference-list/).**)**

**References**

[Delete this and type your citations here. As you add them in, put them in alphabetical order.]

**Use these notes to create a *basic* draft.**

* I and II: The first two steps are your introduction.
* III. The 3rd step is the body. Make sure to use in-text citations as needed.
* IV. This is a rough draft of your conclusion.
* Once you finish the conclusion, press Ctrl+Enter (Cmd+Enter on a Mac) or Insert a Page Break. Begin your Works Cited/Reference page at the top of that final page. Make sure to look at the sample and format accordingly.

To get a rough draft of a paper from this, either go through and delete all the sections I put in, or just copy and paste the parts you wrote into a new document in order. Then you can read it though and work on smoothing it out with transitions, proper paragraphing, etc.

Before you do that though, reread your thesis. Then look at each body section and ask yourself it it’s clear how that section relates to your thesis. If it is, good.

If not, then does it belong? If so, explain how it connects. If not, omit it and move on. If you are tempted to omit most of the body stuff—ask yourself if you really need to change your thesis instead of changing the whole body.

One of the things that will help most with learning to write in the formal voice and structure is reading out loud. Look at our samples and read a few paragraphs aloud before you sit down to write or listen to me read them to you in a video walkthrough. Access those on the [1302 research page](http://kelli.ninja/research.html) or via your [schedule links](http://kelli.ninja/schedules.html).

That will get the flow and style of this type of writing in your head. Do that each time you sit down to write. If you’re struggling with a specific part (introduction, body paragraphs, or conclusion) read that part from a few different samples. Check this out too: [*Writing down the Basics*](https://kelli.ninja/Writing_down_the_Basics.pdf)*,* Formal Voice and Style, p. 60