**Essay Outline**

Writing an essay outline helps organize your information. This will help you build a rough idea of what your essay will look like. There are many different ways to write essay outlines. The following is a suggested guideline to help you arrange the ideas in your essay.

**Outline Checklist:**

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| --- | --- |
|  | **STEP 1** |
|  | Have you chosen an appropriate topic for the assignment? |
|  | Have you made sure that you understand exactly what your instructor wants you to write about? Communicating with your instructor can save you a lot of time and worry. |
|  | Have you thought about your thesis statement? What point are you trying to prove? |
|  | **STEP 2** |
|  | Do I have 3-6 main arguments (points) for my topic? |
|  | Have I decided on 3 arguments that I will convert into my 3 body paragraphs? |
|  | Does each argument help in my essay development? (Does it answer the topic?) |
|  | **STEP 3** |
|  | Do I have enough proof for my arguments? |
|  | Does the proof develop and detail my arguments? |
|  | **STEP 4** |
|  | Does my conclusion confirm the thesis statement? |

There are several vital elements to any successful essay. Those elements are listed below. Following this format will help you keep your thoughts organized and get your essay underway.

**Essay Elements Definitions:**

1. **Introduction:** General background info about topic, reason for reader to be interested (hook), theme/thesis statement and forecast:
2. **Paragraph 1:**
   1. ***Topic Sentence***
   2. Support + Detail/example/commentary-analysis (x2-3)
3. **Paragraph 2:**
   1. ***Topic Sentence***
   2. Support + Detail/example/commentary-analysis (x2-3)
4. **Paragraph 3:**
   1. ***Topic Sentence***
   2. Support + Detail/example/commentary-analysis (x2-3)
5. **Concluding Paragraph** re-state theme/thesis statement: Summary of main points, return to general context, wrap-up of essay, etc.