

Outlining can be a helpful tool for writing both before AND after you write a draft. Completing an outline before you start your first draft can help you ensure you have all the information you need and provide you with a roadmap to your essay if you hit writer's block or feel lost. After writing your draft, outlining what you have written allows you to see if you have all of the elements of an essay and all of the information you need, where you need it. This is called a "reverse outline." Use this worksheet to help you structure your ideas before you start writing or to help you see what you have on the page after writing your first draft!

Introduction

Hook/Attention-Grabber: _____

Transitional/Background Information: _____

Statement of Purpose/Thesis: _____

Body Paragraph (What is the one claim or idea this paragraph is focused on?): _____

Topic Sentence: _____

Example: _____

Explanation: _____

Wrap-Up Sentence: _____

Body Paragraph: _____

Topic Sentence: _____

Example: _____

Explanation: _____

Wrap-Up Sentence: _____

Body Paragraph: _____

Topic Sentence: _____

Example: _____

Explanation: _____

Wrap-Up Sentence: _____

Body Paragraph: _____

Topic Sentence: _____

Example: _____

Explanation: _____

Wrap-Up Sentence: _____

Body Paragraph: _____

Topic Sentence: _____

Example: _____

Explanation: _____

Wrap-Up Sentence: _____

Conclusion

Restated (but not repeated) Statement of Purpose/Thesis: _____

Summary of Key Points/Highlights: _____

Clincher: _____
