Outline

1. Introduction
2. Introductory Material [how you are going to introduce the essay…a stat, a quote, a story...]

**Note**

* This is actually a **Topic Outline**, but I would like you to write out your **Thesis** or **Topic Statements** as complete sentences.
* Include the highlighted words
* Name – upper left in the footer
* Capitalize the first words of sub points

**Thesis** or **Topic Statements**

* Declarative Statements
* Active Voice

**Format**

* 12 pt. TNR
* DS
* 1” Margins

**Person**

* 1st person is permitted
* 2nd person is prohibited
* 3rd person is promoted

**Academic Writing Rule of Thumb**

* If the phrase ends in an adverb, it is probably is not academic.
* Pick a different word.
* Remember: The Thesaurus is your best friend.
* Ex: blew up 🡪 exploded

1. Thesis Statement (Write it as a complete sentence.)
2. First Point
3. Topic Sentence (Write it as a complete sentence.)
4. Sub Point
5. Sub Point
6. Second Point
7. Topic Sentence (Write it as a complete sentence.)
8. Sub Point
9. Sub Point
10. Third Point
11. Topic Sentence (Write it as a complete sentence.)
12. Sub Point
13. Sub Point
14. Conclusion
15. Concluding Statement (Write it as a complete sentence.)
16. Concluding Material [how you are going to wrap up the essay…a stat, a quote, a story...]