



Writing Process - 4


Outlining


 Outlining is one of the best ways to see your organization. While you can outline your ideas prior to drafting, it can be just as helpful to “reverse outline” a written draft to see how the points fit together.


 Here is the traditional format of an outline. Each sub-category fits under the above point. So, (i) is part of (A), which is part of (I). But (B) is not part of (A); each belongs under (I):

- I.
 - A.
 - i.
 - ii.
 - B.
 - i.
 - a.
 - b.
 - c.
 - ii.
 - C.
 - II.
 - A.
 - B.
 - III.
- and so on...

Tips

 Include passages from sources that you are likely to quote or paraphrase, including the information necessary for a complete citation.

 When reverse outlining, be thorough; account for each sentence to ensure that the paper is organized. If sentence C does not fit well under paragraph II, consider moving or deleting C or expanding the concept of II.

 To draft a paper, work from a key word outline to complete sentences to complete paragraphs. Build it from the core ideas to your best language.

Information on this handout borrowed from:
The Longwood Guide to Writing (Second Edition) by Ronald F. Lunsford and Bill Bridges.
Strategies for College Writing (Second Edition) by Jeanette Harris and Ann Moseley.