

# Tips for Creating an Outline

Your outline should have three parts—**introduction**, **body**, and **conclusion**. It should be double-spaced.

## I. Introduction —

### **In the introduction . . .**

Establish your topic and state your claim.

## II. Body —

### A. Main point #1

1. Subtopic #1
2. Subtopic #2
3. More if needed

### B. Main point #2

1. Subtopic #1
2. Subtopic #2
3. More if needed

### C. Main Point #3

1. Subtopic #1
2. Subtopic #2
3. More if needed

(More main points as needed)

### **In the body . . .**

Organize your ideas in order of importance. Identify the main point of each paragraph with an uppercase letter. Identify each supporting detail with a numeral.

» **Tip:** Readers tend to remember the last point a writer makes, so make your most important point in the body's final paragraph.

## III. Conclusion —

### **In the conclusion . . .**

Restate the claim in a convincing way and leave the reader with something interesting to think about.