What is the outline of a report?

An outline is a tool used to organize written ideas about a topic or **thesis** into a logical order. Outlines arrange major topics, subtopics, and supporting details. Writers use outlines when writing their papers in order to know which topic to cover in what order.

**To create an outline**

1. Place your Topic statement at the beginning, ( what is the topic about/ the need/ the history/ types / Classification etc .)
2. List the major points that support your Main topic. Label them Numerals.
3. List supporting ideas or arguments for each major point. ...
4. If applicable, continue to sub-divide each supporting idea until your **outline** is fully developed.

[**https://youtu.be/FXIuHOFAxos**](https://youtu.be/FXIuHOFAxos)

[**https://www.youtube.com/watch?v=1hNC\_me9aVM&t=128s**](https://www.youtube.com/watch?v=1hNC_me9aVM&t=128s)

**1. Introduction**

**1.1 –Topic and Basics**

**1.2 What is the topic about and ?**

**1.2 Need for……../ history etc**

**2. Body**

**2.1 ……Your Sub titles**

**2.2……**

**3. Body /Technological Specifications**

**3.1…..**

**3.2…..**

**4. Body/**

**4.1 findings/ details…**

**4.2 ……….**

**5. Applications / Comparison ( If Needed)**

**5.1……**

**6. Conclusion**

**7 Recommendations ( If Needed)**