

# ESSAY GUIDESHEET

Use this form as a general guideline, not as a set format. For example, you may have more or fewer points to outline. When developing a topic outline, all major points and sub-points should be written as key words or phrases. To construct a sentence outline, write these points as complete sentences. You may combine these two outline styles by writing the major points as complete sentences and listing sub-points and examples as key words or phrases.

## **I. INTRODUCTION:**

**A. Introductory sentences:** \_\_\_\_\_

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**B. Thesis statement/developmental plan:** \_\_\_\_\_

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## **II. FIRST MAJOR POINT:** \_\_\_\_\_

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**A. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**B. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**C. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**III. SECOND MAJOR POINT:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**B. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**C. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**IV. THIRD MAJOR POINT:** \_\_\_\_\_

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**A. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**B. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**C. Sub-point:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**V. CONCLUSION:** \_\_\_\_\_

**A. Reiteration of Thesis:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**B. Concluding sentences:** \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_