

follow these steps, you will find yourself sitting behind the desk at that coveted job in no time at all.

The Outline

Prewriting: Planning

One way to determine if an essay is well organized and if the paragraphs discuss the thesis statement is to outline the essay. In Unit One, the paragraph outlines were essentially topic sentences with the supporting sentences written out on separate lines. In outlining an essay, however, you do not need to write out all the sentences in the paragraphs. An outline is the skeleton of the essay; it is the structure around which the details and explanations are organized.

There are many ways to write outlines for essays. It is not necessary to follow any strict outline form. For example, technically, in an outline if there is a "1" there must be a "2," and if there is an "A" there must be a "B." When you are asked to write formal outlines for formal papers, you should follow this rule; but for most other purposes, an outline can be informal. Here is a suggestion for an outline form for planning your essay:

Thesis Statement:

Write out the thesis statement in a complete sentence.

- I. Write out the first developmental paragraph topic sentence.
 - A. Identify the support. This can be a detail or an idea that the paragraph will discuss.
 1. Mention any additional detail about "A."
 2. If appropriate, mention another detail about "A."
 - B. If you have another detail or example you are going to discuss in this paragraph, mention it here.
- II. Write out the next topic sentence.
 - A. Support.
 - B. Support.
- III. Write out the next topic sentence.
 - A. Support.
 1. Detail if necessary.
 - B. Support.

A quick glance at such an outline should reveal if the paragraphs are unified and coherent. Study the following outline of Caron's essay: