

GUIDE TO FORMAL OUTLINING: ESSAY 1

Project: Your project statement should be clearly written at the top of your outline (this is not Thompson's project, this is your project). This is the overall point of your rhetorical analysis (outside of the rhetoric classroom, you have probably heard this defined as a thesis statement). You are not arguing your opinion about the topic; rather, you are simply explaining the work your essay will do in writing an analysis of Thompson's rhetoric. Ultimately, you will insert this project statement into the first paragraph of your essay, in a clear and concise manner, so your audience (reader) will understand the direction of your essay.

- I. The outline should be in sentence form.
 - A. That means that each section of the outline must be a complete sentence.
 - B. Each part may only have one sentence in it.
- II. Each Roman numeral should be the topic of a paragraph.
 - A. Uppercase letters are main points of the paragraph.
 1. Numbers are sub-points of the paragraph.
 - a. Lowercase letters are sub-points of the numbered sub-points.
 - B. Sub-points need to correspond with the idea they are under.
 1. This means that uppercase letters refer to the idea in the Roman numeral.
 2. This means that numbers refer to the idea in the uppercase letter.
 3. This means that lowercase letters refer to the idea in the number.
- III. All sub-points should be indented the same.
 - A. This means that all of the uppercase letters are indented the same.
 - B. This means all numbers are indented the same.
 - C. This means all lowercase letters are indented the same.
- IV. No sub-point stands alone.
 - A. Every A must have a B.
 - B. Every 1 must have a 2.
 - C. You do not need to have a C or a 3, but you can if you want to further develop your idea.
- V. Lowercase letters are not necessary, but you may use them to delve more deeply into your sub-points.

There is no requirement for the amount of paragraphs your essay must contain. You must have an introduction paragraph, multiple body paragraphs, and a conclusion paragraph. Otherwise, you may create as many paragraphs as you deem necessary to both meet the page requirement and fully develop your essay.