OUTLINING

An outline is an organized list of all the main points in the essay that mirrors the structure and the order of the final draft. Outlines are extremely useful in helping the student begin to see their essay take shape and visualize how the different components will fit together and be in conversation with one another. Even the most basic outline at the very beginning of the writing process can be used a guidepost as the essay develops

An outline should always start with a placeholder for an introduction and a conclusion and include specific ideas (aka supporting evidence) for the body paragraphs. Full sentences are not required and can sometimes hold a student back if they are stuck on "finding the right way to say it." Instead, encourage the student write down words and phrases that will help them remember their ideas later. Similarly, there is no need to make the outline complicated with numbering "rules" – simple bullets and dashes work just as well, as long as they are used consistently.

Outline Template (just an idea of one way an outline could be organized – this is very similar to a 5-paragraph essay roadmap, but with less detail because the writer is at an early stage

- Introduction
    - Relevant background information
    - Applicable terms and definitions
    - Thesis
- Body Paragraph 1
    - First point about topic
        - Example
        - Explanation
- Body Paragraph 2
    - Second point about topic
        - Example
        - Explanation
- Body Paragraph 3
    - Third point about topic
        - Example
        - Explanation
- Conclusion

Outlining is a messy process, and that's ok! As the student is talking through ideas for her paper, have her write them down.   Then work together on grouping related topics and organizing them into categories. Even if the precise order of paragraphs is still to be determined, at least the student has a visual of how her paper may look.

Example of a student's outline for a research paper on leadership (for a master's level class), moving from messy notes to a basic, working outline:

INTRO
 – personal experience
BACKGROUND – Define Framework
 → Define terms
 (• authenticity → argument)
 (• leadership)
 [• object-oriented ontology]
   → what is this framework?
   • who, what, where, why
   • what did they not say that i will argue in paper
   • why apply to this topic
   • strengths, weaknesses
   • anything related to / applied to leadership

ANALYSIS "RULE"   [virtue ethics]
 – introduce ② authenticity : ① leadership , Lewis
   / leadership   → CIYO, Northouse, Theory U, Peter Senge
  NORTHOUSE   → theories : define
   → indicators (: assessment   • How am i defining it?
   → impact   of)   • what types of leaders am i focusing
   → describe : refine   on in paper?
   [ambiguity]   → strengths : future application to management
      weakness
      • using 000 framework
      – here is what's missing?   for profit, cult, NGO
      Here is what is future
  transition to case studies !
  Lewis (spectrum) of intention : outcome   → many theories
  • interview   → begin to develop spectrum & see   of leadership
  • Northouse   what it would look like   Such as
      → analyze case studies : where   charismatic
      they fall on the spectrum   etc. but
  Jones, Sage   i'm focusing
  Case Studies   on authentic
   (see back)   Can also
      be applied to
      same leader
      i.e. Mortenson :
      Author John

CONCLUSION