

outline, you will want to check your outline for spelling errors. Otherwise, do not be overly concerned at this point about mechanics (spelling, punctuation, etc.); you will check for correctness later, at the editing stage.

**OUTLINE FORM**

An outline is a formal structure that helps you organize support topics and subtopics.

Outline form is broken down into main headings (I, II, III, IV, V);

support headings (A, B, C);

and details (1, 2, 3).

Use as many main headings, support headings, and details as you need to develop your topic. However, each heading that is broken down should have at least two subheadings. For example, if you have an A, you need a B; if you have a 1, you need a 2. Remember that the number of main topics, supporting ideas, and details is up to you and will vary depending on the ideas you have generated.

- I. Introduction  
Thesis:
- II. Main topic
  - A. Support topic
    - 1. Detail
    - 2. Detail
  - B. Support topic
  - C. Support topic
- III. Main topic
  - A. Support topic
    - 1. Detail
    - 2. Detail
    - 3. Detail
  - B. Support topic
    - 1. Detail
    - 2. Detail
    - 3. Detail
- IV. Main topic
  - A. Support topic
    - 1. Detail
    - 2. Detail
    - 3. Detail
  - B. Support topic
    - 1. Detail
    - 2. Detail
    - 3. Detail
  - C. Support topic
- V. Conclusion

**Peer Example**  
Beth's Phrase Outline

**Beth**

- I. Introduction  
Thesis: My car has a lot of disadvantages.
- II. Reliability
  - A. Breaks down
    - 1. On dark road home
    - 2. In rain
  - B. Makes noises
  - C. Safety issue
- III. Expenses
  - A. Repairs
    - 1. Brakes
    - 2. Ignition
    - 3. Air conditioner