

The purpose of the outline is to help organize the ideas and logic of a paper while writing it. Some students fail to obtain the benefits of outlining because they make up their outlines after writing their papers.

Outlining is a process of subdividing a new level of ideas from the idea on the higher level. That is why each level of an outline must have at least two entries. If writers have point of development A, for example, they need point of development B. If they have a whole idea in a main line of support, the fewest number of parts into which they can subdivide it is two; therefore, they need a small a *and* a small b that identify ways in which the whole idea is clarified and proven.

- A. Irresponsible drivers
 - a. Unaccountable to other drivers
 - b. Dangerous to other drivers
 - c. Defense: Keep a distance
- B. Stubborn drivers
 - a. Determined
 - b. Unsafe
 - c. Defense: Don't argue
- C. Absent-minded drivers
 - a. Heedless of surroundings
 - b. Unaware of their driving
 - c. Defense: Be ready to use the horn

Pay attention to the use of capitals and punctuation in the outline. Also, be aware that some instructors want students to add a line addressing the introduction and conclusion. If your instructor asks for that, follow the directions for incorporating this information into the outline. Usually, the introduction and conclusion are not included in the outline because the outline lists the support for the thesis; consequently, it outlines the body paragraphs.

Examine the sentence outline below. It uses the same subject as the topic outline but expands ideas into complete sentences. Pay attention to the indentation.

: In my years of driving, I have become aware of three types of drivers who tend to create havoc on the road and have learned to guard against them.

- A. Irresponsible drivers refuse to be accountable for the welfare of others.

03b