I. Outlines

A. Purpose of an outline

1. Helps you organize your ideas

2. Discover relationships between pieces of information

3. Presents your material in a logical form

3. Create a “blueprint” for the finished manuscript

B. Types of outlines

1. Working outline

a. Revised as new material is discovered and added

b. May include material that will not be included in the final manuscript

2. Final outline

a. Reflects the structure and flow of the final manuscript version

C. Basic principles of outline construction

1. Attempt to bring related material together under general headings.

2. Arrange sections so that they relate logically to each other.

D. Steps in creating an outline

1. Determine the purpose of your paper.

2. Determine the audience you are writing for.

3. Develop the thesis of your paper.

4. Brainstorm**:** List all the ideas that you want to include in your paper.

5. Organize**:** Group related ideas together.

6. Order: Arrange material in subsections from general to specific or from abstract to concrete.

7. Label**:** Create main and sub headings.

I. Introduction

A. thesis: the main argument

B. Subarguments

1. Shape of the paper

2. How everything interconnects

II. Body

A. Argument/paragraph 1

1. State the argument, in context of overall thesis

2. Evidence, support, examples

3. Tie off the argument

B. Argument/paragraph 2

1. State the argument, in context of overall thesis and previous argument (transition)

2. Evidence, support, examples

3. Tie off the argument

C. Argument/paragraph 3

1. State the argument, in context of overall thesis and previous argument (transition)

2. Evidence, support, examples

3. Tie off the argument

III. Conclusion

A. Draw all the arguments together to show how they support the thesis

B. Make some broader speculations about the significance of it all

I. Introduction

A. Bacteria are important in our everyday lives

B. Express the number of bacteria we encounter each day.

1. Examples of good and bad bacteria

2. “The objective of this paper is to…”

II. Body

A. Public health

1. Infections (number, cost, mortality)

a. MRSA, Streptococci, Cholera

b. Future of treatment options

B. Agriculture

1. Although many bacteria are public health challenges, they are necessary for agricultural production.

a. Bacteria fix 200 million tons of atmospheric N annually

b. Without the activity of these bacteria, fertilizer costs would be increased by billions of dollars worldwide.

C. Biotechnology

1. Public health and agriculture both benefit from the use of bacteria in biotechnology.

a. Vaccines, antibiotics, genetically modified foods and medications can all be produced by bacteria.

b. Although still in its infancy, biotechnology has almost unlimited capacity to improve everyone’s life

III. Conclusion

A. Health, agriculture, and biotechnology impact or lives everyday.

B. Without bacteria, processes we take for granted would be compromised.