Creating an Outline Handout

Professional Communications OER: Writing

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# Introduction

Use the following template to create an outline for your short report assignment. Make a note of who your primary audience is and any secondary or hidden audiences. Also make a note of the purpose of your document. Is its general purpose to inform, persuade, or entertain? Does it have a specific purpose? Also, note down what topic you are addressing and what organizing principle(s) you plan to use. See the eText for a reminder of these.

In your introduction, you should have an attention-grabbing opening sentence that invites your reader to continue reading. You might use a definition, anecdote, question, or surprising fact, for example. You can make additional body sections if you have more than three points. Remember that your concluding paragraph should mirror your introduction, in that it should remind the reader of your thesis and tie your key points together.

**Audience:**

**Purpose:**

**Topic:**

**Organizing Principle:**

|  |  |
| --- | --- |
| **Element** | **Contents** |
| **Introduction** | **Opening:**  **Thesis Statement**: |
| **Body** | **I. Main idea: Point 1**  Subpoint 1  A.1 Specific information 1  A.2 Specific information 2 |
| **II. Main idea: Point 2**  Subpoint 1  B.1 Specific information 1  B.2 Specific information 2 |
| **III. Main idea: Point 3**  Subpoint 1  C.1 Specific information 1  C.2 Specific information 2 |
| **Conclusion** | Summary: Main points 1–3 |