

FORMAL Outline Template - ENG 3

Notes for completing this template:

- YOU ARE WRITING YOUR PAPER IN OUTLINE FORMAT.
 - YOU MAY HAVE TO ADD POINTS AND SECTIONS TO YOUR CLAIMS AND BACKGROUND IN ORDER TO CREATE THE FULL ARGUMENT. (In other words, you may add more letters to the background and more numbers underneath the subtopics - 3, 4, etc.). You should have enough background information for two-three paragraphs in your essay.
- You each have your own document. Type directly on the document.
- Change the name of the document: Your name - 2019-2020 formal outline
- Use complete sentences!
- Do not include the labels that are already there for you (attention getter, details and background, etc.). Just write YOUR sentences.
- KEEP Roman Numerals, capital letters, numbers, etc.
- KEEP labels for the Roman Numerals (Introduction, Background, etc.).
- Whenever you cite a fact or something you DID NOT come up with, you need to CITE that with parenthetical (in text) documentation. If you did this correctly on your notecards, you already have this information.
- Use your actual research!
- Parenthetical documentation looks something like this:
 - Direct quotation from a book: “Look at this amazing direct quotation” (Author last name page #) . ie: (Smith 48).
 - Paraphrase from a book: This is a paraphrase of an amazing quotation (Author last name page #). Ie: Smith 48).
 - Direct quotation from a database/article with no page number: “Look at this amazing direct quotation” (Author last name). ie: (Smith).
 - Paraphrase from a database/article with no page number: This is a paraphrase of an amazing quotation (Author last name). ie: (Smith).
 - If there is no author, you include the title of the article [or first 3-4 words of the title] in quotation marks followed by the page number [if page numbers were given; if no page numbers were given, just include the article title in quotation marks]).

- o For in text citations, TYPICALLY, refer to your works cited page. The parenthetical (in text) citation is TYPICALLY just the first word/words listed for each entry.
- o [PURDUE OWL MLA CITATION WEBSITE](#)
- Notice that without ANY facts and just formatting alone, the outline is a little over three pages . . . shoot for 8-10 pages for the formal outline; provide facts and research accordingly.
- The INTRODUCTION should be general/not specific. Limit citations in the introduction.
- Think of the uppercase letters as paragraph dividers (no citations) and numbers as details/statistics/direct quotations or paraphrased quotes (with citations); further development of those details would require the use of lowercase letters
- The formal outline should use MLA format: Times New Roman, 12 point font, double spaced, formal voice (third person pronouns, no contractions, correct heading & header, etc.)
- **If it is highlighted, change it. If it is not highlighted, don't change it. WHEN FINISHED, REMOVE GREY HIGHLIGHTING & DELETE THIS INSTRUCTIONS PAGE!**
- **MUST INCLUDE WORKS CITED PAGE!** This should start on its own page at the end of your outline and should include a header with page number but NOT a heading.
- At this point your works cited page must include: **at least one book, at least three scholarly articles, and no more than three true internet sources for a total of 8 sources.**
- Be sure to cite ALL sources that are included in your works cited page! If you do not cite it in your paper, it should not appear on your works cited page.
- Be sure that all sources cited appear on your works cited page!

Your name

Teacher Last Name

English III

Date (in MLA format) 26 November 2019

Creative Title (is centered)

I. Introduction

A. Attention-getter (not a question)

B. Transition from attention-getter (bridge)

C. Statement of issue/development (bridge)

D. Thesis statement (your words)

II. Background Information

A. Topic Sentence (your words)

1. Details and background information/history of topic (citation).
2. Additional background information and details (citation).

B. Another Topic Sentence (add additional topic sentences/detailed facts/info. as necessary) (your words)

1. Details and background information/history of topic (citation).
2. Additional background information and details (citation).

III. Claim #1

A. Topic sentence- You will need to prove this claim with at least three subtopics (your words)

B. Sub-claim #1 (your words)

1. Details and appeal that supports sub-claim one (citation).
 2. Additional details of support and/or an interpretation of evidence (citation).
- C. Subclaim #2 (your words)
1. Details and appeal that supports sub-claim two (citation).
 2. Another instance, or perhaps an expert source (citation).
- D. Subclaim #3 (your words)
1. Details and appeal that supports sub-claim three (citation).
 2. Another instance, or perhaps an expert source (citation).
 3. Sum-up your ideas/position with claim #1 (your words)
 4. Transition to claim #2 (your words)

IV. Claim #2

- A. Topic sentence- You will need to prove this claim with at least three subtopics (your words)
- B. Sub-claim #1 (your words)
1. Details and appeal that supports sub-claim one (citation).
 2. Additional details of support and/or an interpretation of evidence (citation).
- C. Sub-claim #2 (your words)
1. Details and appeal that supports sub-claim two (citation).
 2. Another instance, or perhaps an expert source (citation).
- D. Sub-claim #3 (your words)
1. Details and appeal that supports sub-claim three (citation).
 2. Another instance, or perhaps an expert source (citation).

3. Sum-up your ideas/position with claim #2 (your words)
4. Transition to claim #3 (your words)

V. Claim #3

- A. Topic sentence- You will need to prove this claim with at least three subtopics (your words)
- B. Sub-claim #1 (your words)
 1. Details and appeal that supports sub-claim one (citation).
 2. Additional details of support and/or an interpretation of evidence (citation).
- C. Sub-claim #2 (your words)
 1. Details and appeal that supports sub-claim two (citation)
 2. Another instance, or perhaps an expert source (citation).
- D. Sub-claim #3 (your words)
 1. Details and appeal that supports sub-claim three (citation.).
 2. Another instance, or perhaps an expert source (citation).
 3. Sum-up your ideas/position with claim #3 (your words).
 4. Transition to opposing view-point (your words).

VI. Counter-Argument(s)

- A. Topic Sentence – acknowledge the validity of the opposing view (your words)
 1. Details that support opposing view (citation)
 2. Additional detail, or you can conclude with the most logically connected counterclaim (citation).
- B. Refutation of opposing view topic sentence

1. Details or evidence in support of your refutation (citation).
2. Additional evidence in support of your refutation (citation).

VII. Conclusion

- A. Closing topic sentence or statement of full circle ending (your words)
- B. Refer to your thesis sentence here, and to restate it in similar but not identical words (your words).
- C. Offer a closing statement.
- D. Leave your reader something to consider (not a question & not a call to action).