

CHECKLIST FOR A FORMAL OUTLINE

Student Name: _____

- My topic and specific purpose are clearly stated.
- My thesis statement is written as a simple, declarative sentence, with three prongs that focus my topic.
- My introduction contains material to create attention, establish my background, and preview my message.
- My main points represent my most important ideas.
- My main points are related in kind and importance.
- My main points are reflected in my thesis statement.
- Each main point is supported by facts, statistics, testimony, examples, or anecdotes, etc.
- My sub points are divisions of the main points they follow.
- My sub points are more specific than the main points they follow.
- Do all of the sub points relate to the topic sentence of the paragraph? If not, what needs to be changed?
- My conclusion contains a summary that reinterprets my message and concluding remarks that reflect on the meaning and significance of my essay.
- I included the three R's in my conclusion: Restate, Revisit, wRap up.
- I have provided transitions where they are needed to make my speech flow smoothly.
- List one strength of this outline:

- List one area for improvement:

- List one area for improvement: