

How to Outline an Essay

An **essay** is a short composition that presents your view on a particular topic or subject. It contains three parts: an **introduction**, a **body**, and a **conclusion**.

Introduction. This is the first paragraph. It begins with a *topic sentence*, which introduces your topic in an interesting way. You can even use a question or an exclamation as a topic sentence! Next, write the three points you'll use to support your topic sentence.

Body. At least three paragraphs, each beginning with one of your *supporting points*. These support the idea you laid out in your topic sentence. Use specific examples or facts to support your ideas.

Conclusion. Rewrite your topic sentence in a new and interesting way. Then, summarize your thoughts in a *closing statement*.

Directions: Use the spaces below to outline your essay. Optional: Make further notes or write a rough draft of your essay on the back of this sheet.

INTRODUCTION.

Topic Sentence: _____

Supporting points: 1. _____
2. _____
3. _____

BODY.

Paragraph: Supporting point #1 _____
Paragraph: Supporting point #2 _____
Paragraph: Supporting point #3 _____

CONCLUSION.

Restate topic sentence: _____

Closing statement: _____
