SAMPLE OUTLINE   
**Directions:** Use this sample outline to organize your essay. Use full quotes and thoughtful commentary. You will integrate quotes, finalize sentences, and add transition words later.

1. Introduction
2. Lead-In - Suggested Options to Choose From:

Quotation(s)

Question(s)

Anecdote (from your experience or reading)

Myths ("Most people think that . . . ; but in fact . . .)

Reference to text (e.g., one of the essays)

Statistics, Quick Background to Issue

1. Introduce and identify the controversy *within* your subject.
2. Thesis - **YOUR** position on the controversy.

1. Background Paragraph
2. Topic Sentence – make a general statement about the topic at hand as it is relevant to today.
3. Definitions, Background Information - Quote required here (at least one) Not too much, just enough so that the reader has a clear understanding of the issue and topic if not a widely understood concept/belief, etc.
4. Explain any implicit values that need to be made explicit and defended. State the “BIG idea” and then call out the specific idea that needs to be addressed. This is NOT a quotation.
5. Concluding sentence w/ transition to next paragraph
6. Counter-Argument Paragraph
7. Topic Sentence – an acknowledgment of perspective(s) other than your position
8. Succinct summary of opposing position – state the other side’s argument; Optional quotation
9. Quote from Opposition – support for B

*The 3rd paragraph can be moved according to the fluidity of the essay.*

1. Commentary of quote C
2. Quotation of Refutation – support for thesis
3. Commentary to clarify E/Refutation of Opposition
4. Concluding Sentence w/ transition to next paragraph

IV. Reason #1: *insert here the reason*

1. Topic sentence
2. Quote #1
3. Commentary for quote/B
4. Quote #2
5. Commentary for quote/D
6. Concluding Sentence w/ transition to next argument

V. Reason #2: *insert here the reason*

1. Topic sentence
2. Quote #1
3. Commentary for quote/B
4. Quote #2
5. Commentary for quote/D
6. Concluding Sentence

*Note***:** For those students wishing to challenge themselves, adding a third reason to your essay is permissible. Please keep the length of the essay in mind when adding a third point. Also, in ordering your sub-arguments and evidence, think about moving to your strongest argument or piece of evidence; think also of moving from rational appeal to emotional appeal, then culminating in ethical (values) appeal.

VI. Conclusion: Recommendations and Conclusions

1. Acknowledgment of the opposition (One or two sentences)
2. Restate argument - In light of material covered above, show once and for all how the evidence leads to the conclusion
3. Recommended course of action
4. Lead-out - Suggested Options to choose from:

Look to the future

Return to subject of lead-in and now look to a better future

Excellent final quote or astute observation