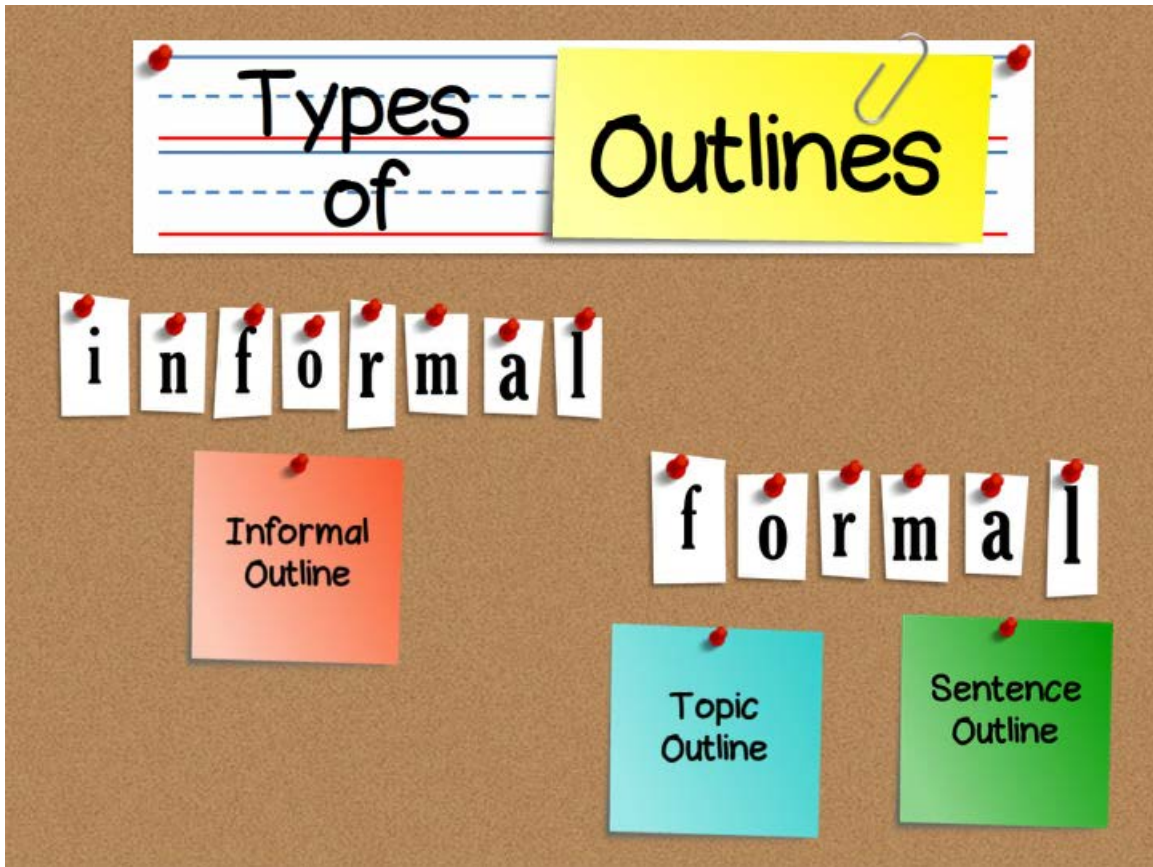


Module 6: Writing a Research Paper
Topic 2 Content: Types of Outlines

Introduction



In this interactivity, you will examine one type of informal outline and two types of formal outlines. Click each note on the bulletin board to learn more about these three types of outlines. Click *NEXT* to begin.

Module 6: Writing a Research Paper

Topic 2 Content: Types of Outlines

Informal Outline

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Just as the title suggests, the informal outline is simple and basic. Typically, an informal outline consists of a bulleted list of ideas, numbered points, or notes of any form. Formatting is not important for creating an informal outline; the objective is to organize the main ideas of your paper.

Informal outlines are great for planning writing assignments when you are under a time crunch, such as for exams or other timed writing exercises. For formal papers, you can use informal outlines to map out the main points before developing finer details.

Click the image to view a partial example of an informal outline.

- hook: Jefferson's epitaph
- thesis
- Declaration of Independence
- statute for religious freedom
 - separation of church and state
- UVA
 - encyclopedia list of famous alumni
- conclusion

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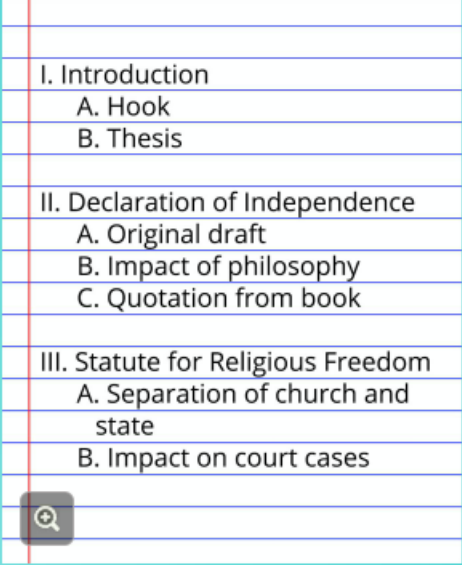
Topic Outline

Topic Outline ✖

One type of formal outline is the topic outline. As you can see in the given example, a topic outline follows an alphanumeric format. This style of outline states the main ideas of a paper using words or phrases, and it usually does not contain an abundance of details.

Topic outlines are helpful for planning shorter essays or speeches. They allow you to quickly organize your ideas while offering a more structured format than informal outlines.

Click the image to view a partial example of a topic outline.



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Click the image to view a partial example of a topic outline.

- I. Introduction
 - A. Hook
 - B. Thesis
- II. Declaration of Independence
 - A. Original Draft
 - B. Impact of philosophy
 - C. Quotation from book
- III. Statute for Religious Freedom
 - A. Separation of church and state
 - B. Impact on court cases

Module 6: Writing a Research Paper

Topic 2 Content: Types of Outlines

Sentence Outline

Sentence Outline ✖

A sentence outline is the most formal style of outline. Similar to the topic outline, a sentence outline also follows an alphanumeric format, but it contains complete sentences instead of phrases. The sentence outline covers the major points of the paper and also lists important supporting details.

Sentence outlines are ideal for lengthy, formal papers. One advantage of using sentence outlines is that you can often use the sentences from your outline in the text of your paper, thus reducing the amount of writing that you have to do for your first draft.

Click the image to view a partial example of a sentence outline.

II. The Declaration of Independence is among the most significant achievements of Thomas Jefferson.

A. Although many people criticize the lack of freedom for African slaves, Jefferson's original text criticized the institution of slavery.

B. Although the Declaration did not immediately result in America's independence, the philosophy expounded in the text continues to serve as a reference for American ideals and civil rights.

C. According to Carol's book *Liberty*, Jefferson's Declaration has served as a template for other nations.

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