How to Write an outline

Set up your outline by typing a capital “I” with a period and two spaces on the space bar. Next, List your topic and hit “enter”. This will auto-format a “II.” for your next topic. If you hit the “tab” Key, an “A” will appear for you to explain your first idea. If you hit “enter” again, a “B” will appear. Hitting the “tab” key will indent and auto-format a “1” in order to explain your letter A. After giving 2-4 pieces of explanation for “A”, hit the “enter” key again, then hold down “shift” and hit “tab”. This action will send your outline back out to a “B”.

Each item on an outline is generally used for its own sentence.

You can continue to tab to further explain any topic within an outline

Usually you write outlines in pairs (A & B, C & D, 1 & 2, 3 & 4) but you can deviate from this if necessary.

Please see a simple topic outline below to help guide you.

Sample Outline on Fruit

1. Topic-Fruit
   1. Introduction
      1. Apples
      2. Oranges
      3. Watermelon
      4. Grapes
   2. Apples
      1. Fuji
         1. Crisp
         2. Juicy
      2. Gala
      3. Red Delicious
      4. Honey Crisp
         1. In high demand
            1. Very seasonal
            2. Most expensive
         2. Best tasting
   3. Oranges
      1. Come in a variety of sizes
         1. Miniatures
         2. Standard
         3. Large
         4. Mandarin
      2. Diverse
         1. Use in smoothies
         2. Great for sporting events
         3. Juice
         4. Healthy snack at lunch
   4. Watermelon
      1. Juicy
      2. Delicious
      3. Comes with seeds or without
      4. Great for parties
   5. Grapes
      1. Seasonal
      2. Kids love them
      3. Now in new flavors
      4. Juice
   6. Conclusion
      1. Many types of fruits
      2. Healthy
      3. Kids love them
      4. Fruit is used in a variety of ways