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Your first and last name, instructor's name, class name and section number, and date in international format (day first).

Last name and page number on *each* page. Use the HEADER command.

Dillinger 1

Title, centered.
Your paper should be double spaced throughout.
Do not add any extra spaces.

My Life

I. Introduction

Captures your reader's interest.

A. Hook

Links *Hook* to *Thesis*

B. Connecting ideas

C. Thesis statement

What your essay is about

II. Body paragraphs.

A. Topic: My childhood

1. The early years

a. My earliest memories

b. Starting school

(1). Kindergarten

(2). Elementary school

(3). Middle School

A good essay has logical transitions from one paragraph to the next. There should be a logical arrangement to the paragraphs (for example, chronological order).

2. Transition to next paragraph

B. Topic: My teens

1. High school

Second body paragraph

a. Subjects that interested me

b. Clubs / organizations

c. Sports

d. Friends

2. Transition

Third body paragraph.

C. Topic: My college years.

1. The important things I learned

2. Instructors who inspired me.
3. Meeting my wife
4. Getting married.
5. Transition

III. Conclusion

The conclusion marks the end of the essay. It should begin with a transition that makes it clear that this is the conclusion. It should not introduce any new information, but it may restate the thesis.

- A. Transition: "In conclusion..."
- B. Things I learned growing up
- C. What is next in my life

The conclusion may contain a summary of the body.

It may also contain a suggestion, prediction, moral or revelation.

This type of outline can be used for *narrative*, *comparison*, and *cause-effect* essays. *Argumentative* essays require an additional body paragraph giving a counterargument and refutation.

Do not **use boldface type** or ALL CAPITALS in your outline. Underlining or *italics* are used only for limited purposes such as foreign words or book titles. If you are in doubt, check a dictionary or other reference book or ask your instructor.