



Formal Three-Part Outline: Introduction, Body & Conclusion

NOTE: Formal outlines require a special numbering system. If you have a I, you must have a II. If you have an A, you must have a B. If you have a 1, you must have a 2, and so on:

The traditional outline has three sections: introduction, body, and conclusion. The basic model looks like this:

Title

- I. Introduction
 - A. The background
 - B. The thesis statement
- II. Body
 - A. First major category of support
 - 1. Supporting detail
 - 2. Supporting detail
 - 3. Supporting detail
 - B. Second major category of support
 - 1. Supporting detail
 - 2. Supporting detail
 - C. Third major category of support
 - 1. Supporting detail
 - 2. Supporting detail
- III. Conclusion
 - A. Review of the major categories of support
 - B. The answer, solution, or final option

Example:

Alcohol Testing for Mass Transportation Employees

- I. Congress mandates testing for transportation employees
 - A. Background on why
 - B. Explanation of new policy
- II. How and why alcohol testing is used
 - A. Circumstances for Alcohol Testing
 - 1. Pre-employment
 - 2. Post-accident
 - 3. Reasonable suspicion
 - 4. Random
 - 5. Return to duty/follow-up testing
 - B. Method of Alcohol Testing
 - 1. Blood
 - 2. Urine
 - 3. Breath
 - 4. Performance
 - C. Options for Alcohol Abusers
 - 1. Retesting
 - 2. Treatment
 - 3. Termination of employment
- III. Conclusion
 - A.
 - B.

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