

Teaching Writing → The Writing Process

Level: Middle School

*When you prepare to write, you need to organize your ideas. An **outline** is like a map that tells how your essay will be laid out. When you make an outline, you can be sure that facts are organized and that there is a place for every important fact you wish to include. The chart below shows how to organize information you have collected on an outline. Your outline can show you connections between your facts and information. It can also show you areas in which you need to collect more information before you begin writing.*

Title of your Essay

I. Introduction

- A. Thesis statement or topic sentence
- B. Three main ideas
- C. Transitional sentence

II. Main Idea One

- A. Detail number 1 about main idea one
- B. Detail number 2 about main idea one
- C. Detail number 3 about main idea one

III. Main Idea Two

- A. Detail number 1 about main idea two
- B. Detail number 2 about main idea two
- C. Detail number 3 about main idea two

IV. Main Idea Three

- A. Detail about main idea three
- B. Detail about main idea three.
- C. Detail about main idea three.

V. Conclusion

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