



## **STEP #7: Outlining, Drafting, Final**

### ***OUTLINE***

Before you begin to write your rough draft, you will need to decide which topics you will write about and in which order. You may want to begin by sorting your notecards into piles by their key ideas. When you see a pattern and structure for your information, you can begin to develop either a topic outline or sentence outline. The time you invest in writing your outline will simplify the next stages of writing!

### ***Topic Outline***

***Example:***

- I. Introduction**
- II. Early Life**
  - A. Family background**
  - B. Childhood**
  - C. Education**
- III. Law Career**
  - A. Study**
    - 1. Known to walk 20 miles for access to books**
    - 2. Few law schools – self-taught**
  - B. Early Practice**
- IV. National Politics**
  - A. Congressman**
  - B. Debates with Douglas**
  - C. Election of 1860**
- V. Conclusion**

*An outline contains three main parts:*

Roman numerals (I, II, III) → main points, topics, or headings

Letters (A, B, C) → subpoints, subtopics, or subheadings

Arabic numerals (1, 2, 3) → details

### ***ROUGH DRAFT***

A rough draft is just that... rough, unpolished, a first attempt. You do not have to begin with the introductory paragraph. Sometimes it is easier to write this paragraph last. Just begin somewhere and start writing! Use the outline you have created, but remember it can also be modified if you decide there is a better way to organize your ideas. Keep in mind that you are writing in support of your thesis statement and keep your focus.

### ***FINAL DRAFT***

⇒ Use the 6 Traits to guide you in perfecting your writing:

**\*Ideas \*Organization \*Voice \*Word Choice \*Sentence Fluency  
\*Conventions**

⇒ Proofread your paper! Sometimes it helps to take a break for a day before returning to do a final proofreading. It is more difficult to catch mistakes when you have just finished writing it.

⇒ Go back to Step #1 and review the assignment directions and/or rubric to be sure you have fulfilled all of the assigned requirements.

⇒ **Sample paper:** <http://www.dianahacker.com/pdfs/hacker-Daly-MLA.pdf>