

# Full-sentence Outline Format

## I. Introduction

### A. What is a full-sentence outline

1. The outline should be in sentence format
  - a. That means each section of the outline is a complete sentence
  - b. Only one sentence per line.
2. This outline is often used when preparing an essay or a speech
  - a. Comes closest to looking like an essay or report
  - b. Enables you to see how your essay would look like

### B. Why use an outline?

1. Helps you organize your ideas
2. Presents you material in a logical form

## II. Body

### A. Statement of the first main point

1. Support for the first main point
  - a. Support material for the first main point (e.g. statistics, citations, etc. - cite source
  - b. More support material for the first main point (e.g. statistics, citations, etc. - cite source
2. More support
  - a. More support material
  - b. More support material

### B. Statement of the second main point

1. Support for the second main point
  - a. Support material for the second main point (e.g. statistics, citations, etc. - cite source
  - b. More support material for the second main point (e.g. statistics, citations, etc. - cite source
2. More support

- a. More support material
- b. More support material

C. Requirements of a statement outline (or third main point)

- 1. Outline format
  - a. Use a capitalized Roman numeral for each section of the outline/report
  - b. Use a capital letter for each main point of the outline/report
  - c. Numbers are subpoints
  - d. Small letters are sub-subpoints
- 2. No subpoint stands alone
  - a. Every A must have a B
  - b. Every 1 must have a 2
  - c. Every a must have a b
    - i. Based on document from Central Michigan University
    - ii. [https://www.cmich.edu/office\\_provost/AcademicAffairs/CBTC/Documents/FormalSentenceOutlineFormat.pdf](https://www.cmich.edu/office_provost/AcademicAffairs/CBTC/Documents/FormalSentenceOutlineFormat.pdf)

III. Conclusion

- A. I will not judge on spacing
  - 1. As long as it is consistent
  - 2. As long as your outline is easy to read
- B. If it becomes difficult to deal with Microsoft Word
  - 1. Let me know and I can approve of change in structure
  - 2. As long as it is consistent!

3. Use proper citation format when using information from your sources
  - a. Use APA format for in-text (parenthetical) citations)
  - b. Put the author's last name and year of publication in parentheses immediately after the cited material
  - c. Example:
    - i. "Like the invention of the printing press, the Internet drastically changed the way that media content can be copied and disseminated."  
(Trivedi, 2010)