

## PREPARING TO WRITE BY CREATING AN OUTLINE

The outline is a commonly used tool for arranging a detailed report or a presentation. It doesn't guide you in creating content, but it helps you think about the topics you need to cover – it gets you started. In this model, the section headings are offered as an example and not something you should feel locked into. Rename the sections to fit your topic.

- I. Welcome (If a presentation) and Topic
  - A. X
  - B. X
- II. Agenda (or Table of Contents)
  - A. X
  - B. X
  - C. X
- III. Objectives (Why are you communicating? What do you want to accomplish?)
  - A. X
  - B. X
  - C. X
- IV. Background (What context do they need to understand the main issue?)
  - A. X
  - B. X
  - C. X
- V. Issues (The problems or opportunities)
  - A. X
  - B. X
  - C. X
- VI. Recommendation
  - A. X
  - B. X
  - C. X
- VII. Supporting Information (Alternatives considered, obstacles anticipated, or any other points needed to provide more detail)
  - A. X
  - B. X
  - C. X
- VIII. Implementation Plan
  - A. X
  - B. X
  - C. X
- IX. Summary