

## connect

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Additional resources: QL3003,  
QL3004

Online exercise: QL3103

supporting paragraphs. For a brief writing project, an **informal**, or **scratch, outline** may be all you need. A scratch outline is simply a list of your ideas in the order you want to present them. You can jot down your ideas in words, phrases, complete sentences, even pictures—whatever you need to jog your memory about what to put next. Here is a sample scratch outline for Betsy Smith's draft essay on conflicts within the environmental movement.

	<u>Intro</u>
	Green/environmental movement: brief explanation
	Growing importance and awareness in recent years → conflict within the movement about how to handle these issues
	Thesis: A major goal of the green movement is to find fossil fuel alternatives, but some members are concerned that wind, solar, and nuclear power sites will also harm the environment.
	<u>Body</u>
	Benefits/importance of alternative energy: types of alternative fuel being proposed: wind, solar, nuclear
	Problems with alternative energy sources: harmful to animals, scenic views, safety for humans
	<u>Conclusion</u>
	Conflicts might be inevitable, but we have to move forward, find creative compromises, use less energy

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Additional resources: QL3005

Online exercise: QL3104

A **formal outline** is helpful when drafting longer, more complex writing projects. In a formal outline, roman numeral headings indicate your main ideas and capital letters and arabic numbers indicate your supporting points. Each point in your outline must support the idea at the level above it and must be supported by the points in the level below it.

A **topic outline** uses words and phrases to indicate the ideas to be discussed. A **sentence outline** uses complete sentences. Some writers prefer a topic outline because it is easier to construct. Others prefer a sentence outline because it provides a starting point for drafting. Compare a section of a topic outline with a section of a sentence outline for a later draft of Betsy Smith's essay:

**Thesis:** A major goal of the green movement is to find fossil fuel alternatives, but some environmentalists are concerned that wind, solar, and nuclear power sites will also harm the environment.

**Topic Outline**

- I. Divisions within environmental movement over alternative energy
  - A. Benefits of alternative fuel
    1. Fewer greenhouse gas emissions/less warming
    2. Sustainable renewable energy sources: the sun, wind, and water
  - B. Drawbacks
    1. Bad for environment: scenery, humans
    2. Destruction of animal habitats, extinction
    3. Future problems unknown without tests

**Sentence Outline**

- I. When it comes to alternative energy sources, environmentalists are divided.
  - A. There are numerous potential benefits of using alternative fuel sources.
    1. Alternative energy produces fewer carbon dioxide and other greenhouse gas emissions, improving air quality and slowing the rate of global warming.
    2. Renewable energy sources, including the sun, wind, and water, are sustainable; they cannot be depleted and therefore can be used for the foreseeable future.
  - B. Although there are many advantages to alternative fuel sources, there are drawbacks as well.
    1. New structures can have negative consequences on their surroundings, ranging from ruining picturesque views to endangering human health.
    2. Animal habitats may be destroyed, leading to extinction of species.
    3. The long-term effects of building new facilities is still largely unknown and could present even greater problems in the future.

Which type of outline you choose depends entirely on your own preferences, the complexity of your essay, and your instructor's expectations.

**4f Draft your writing project.**

When the moment comes to combine words and sentences into paragraphs and paragraphs into a writing project, set aside some time and find a place where you can concentrate. Begin drafting by reviewing

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