



What is 'outline'?

An outline is a brief focus on an issue in a given text, focussing on either the most important information or a particular question / topic / issue. Consequently, it contains the main aspects or ideas of a text, that are needed to point on, what you are trying to prove.

An outline is not necessarily very long but it sets a clear focus. Include the main idea and the important supporting fact. It is necessary to exclude any information which will deflect your aim. Do not write a full summary of your text.

What is the structure like?

1. **Thesis statement / leading question** (it is not necessary to include the 5 w's question where it does not make sense)
2. **Detailed argumentation** (1. name it [main idea/topic sentence], 2. explain it, 3. prove it [important supporting fact])
3. There is in general **no need for a concluding paragraph**. (However, if you feel that it makes sense, write one.)

Dos	Don'ts
– own words	– no complete summary
– indirect speech	– no examples
– present tense	– no details
– write briefly/concise	– no repetition
– essential information	– no own opinion
– chronological or logical order	
– linking words	

Watch out!
 'Outline' can bring you around 20-25 BE. Be sure to include enough important information in it to get all the available BE. **Brief does not mean superficial.**

Criteria	😊	☹️

Language help

- In the extract / article / paragraph / novel / story / excerpt...
- '....' (title)
- written by '...'
- is about... / deals with... / describes...
- In the following I want to outline...
- I want to sum up...