

The Basic Outline of a Paper

The following outline shows a basic format for most academic papers. No matter what length the paper needs to be, it should still follow the format of having an introduction, body, and conclusion. Read over what typically goes in each section of the paper. Use the back of this handout to outline information for your specific paper.

I. Introduction

The introduction should have **some** of the following elements, depending on the type of paper:

- Start with an attention grabber: a short story, example, statistic, or historical context that introduces the paper topic
- Give an overview of any issues involved with the subject
- Define of any key terminology need to understand the topic
- Quote or paraphrase sources revealing the controversial nature of the subject (argumentative papers only)
- Highlight background information on the topic needed to understand the direction of the paper
- Write an antithesis paragraph, presenting the primary opposing views (argumentative paper only)

The introduction must end with a **THESIS** statement (a 1 to 2 sentences in length):

- Tell what the overall paper will focus on
- Briefly outline the main points in the paper

II. Body

- Clearly present the main points of the paper as listed in the thesis
- Give strong examples, details, and explanations to support each main points
- If an argumentative paper, address any counterarguments and refute those arguments
- If a research paper, use strong evidence from sources—paraphrases, summaries, and quotations that support the main points

III. Conclusion

- Restate your thesis from the introduction in different words
- Briefly summarize each main point found in the body of the paper (avoid going over 2 sentences for each point)
- Give a statement of the consequences of not embracing the position (argumentative paper only)
- End with a strong clincher statement: an appropriate, meaningful final sentence that ties the whole point of the paper together (may refer back to the attention grabber)

Additional Tips

- Decide on the thesis and main points first
- You do not need to start writing your paper with the introduction
- Try writing the thesis and body first; then go back and figure out how to best introduce the body and conclude the paper
- Use transitions between main points and between examples within the main points
- Always keep your thesis in the forefront of your mind while writing; everything in your paper must point back to the thesis
- Use the back of this handout to make an outline of your paper

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Table of Contents The Basic Outline Of A Paper Teacherweb

1. Understanding the eBook The Basic Outline Of A Paper Teacherweb
 - The Rise of Digital Reading The Basic Outline Of A Paper Teacherweb
 - Advantages of eBooks Over Traditional Books
2. Identifying The Basic Outline Of A Paper Teacherweb
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an The Basic Outline Of A Paper Teacherweb
 - User-Friendly Interface
4. Exploring eBook Recommendations from The Basic Outline Of A Paper Teacherweb
 - Personalized Recommendations
 - The Basic Outline Of A Paper Teacherweb User Reviews and Ratings
 - The Basic Outline Of A Paper Teacherweb and Bestseller Lists

5. Accessing The Basic Outline Of A Paper Teacherweb Free and Paid eBooks
 - The Basic Outline Of A Paper Teacherweb Public Domain eBooks
 - The Basic Outline Of A Paper Teacherweb eBook Subscription Services
 - The Basic Outline Of A Paper Teacherweb Budget-Friendly Options
6. Navigating The Basic Outline Of A Paper Teacherweb eBook Formats
 - ePub, PDF, MOBI, and More
 - The Basic Outline Of A Paper Teacherweb Compatibility with Devices
 - The Basic Outline Of A Paper Teacherweb Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of The Basic Outline Of A Paper Teacherweb
 - Highlighting and Note-Taking The Basic Outline Of A Paper Teacherweb
 - Interactive Elements The Basic Outline Of A Paper Teacherweb
8. Staying Engaged with The Basic Outline Of A Paper Teacherweb
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers The Basic Outline Of A Paper Teacherweb
9. Balancing eBooks and Physical Books The Basic Outline Of A Paper Teacherweb
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection The Basic Outline Of A Paper Teacherweb
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine The Basic Outline Of A Paper Teacherweb
 - Setting Reading Goals The Basic Outline Of A Paper Teacherweb
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of The Basic Outline Of A Paper Teacherweb
 - Fact-Checking eBook Content of The Basic Outline Of A Paper Teacherweb
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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