

Outline Development Worksheet

Step 1: Topic Selection

What are you classifying?

Why does this topic matter?

Step 2: Classification Principle

What are you basing your categories on? (behavior, skill level, frequency, attitude, etc.)

Step 3: Identify Your Categories

How many categories? ☐ 3 ☐ 4 ☐ 5

List category names:

1.

2.

3.

4.

5.

Step 4: Develop Each Category

Category 1: _____

Defining traits: -

Specific example:

Why this category exists:

Category 2: _____

Defining traits: -

Specific example:

Why this category exists:

Category 3: _____

Defining traits: -

Specific example:

Why this category exists:

Category 4: _____

Defining traits: -

Specific example:

Why this category exists:

Category 5: _____

Defining traits: -

Specific example:

Why this category exists:

Step 5: Write Your Thesis

Thesis Statement:

[Topic] can be classified into [#] types based on [principle]: [Cat 1], [Cat 2], and [Cat 3].

My thesis: _____

Step 6: Introduction Elements

Hook (interesting opening):

Background (context about topic):

Step 7: Conclusion Elements

Main takeaway:

Why classification matters:

Final thought:

Step 8: Category Order

Arrange categories in logical order:

1. _____ (Why first? _____)
 2. _____ (Why second? _____)
 3. _____ (Why third? _____)
 4. _____ (Why fourth? _____)
 5. _____ (Why fifth? _____)
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Quick Self-Check

Before writing your draft:

- ☐ Each category has 2+ defining characteristics
- ☐ Each category has at least one specific example
- ☐ Categories don't overlap significantly
- ☐ All categories follow same classification principle
- ☐ Categories are in logical order
- ☐ Thesis clearly states all categories
- ☐ I can write 6-8 sentences about each category

If any box is unchecked: Revise that section before drafting.

Category Comparison Check

Use this to ensure categories are distinct:

	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5
Main behavior	_____	_____	_____	_____	_____
Frequency	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____

Categories should differ in each row

Transition Planning

Between categories, I will use these transitions:

Intro → Cat 1: _____

Cat 1 → Cat 2: _____

Cat 2 → Cat 3: _____

Cat 3 → Cat 4: _____

Cat 4 → Cat 5: _____

Last Cat → Conclusion: _____

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Complete this worksheet before writing your essay draft.