

Outline Checklist (Pre-Writing Verification)

Use this *before* you start drafting to ensure your outline is solid.

Thesis & Core Argument:

- Is my **thesis statement** a single, declarative sentence?
- Does it clearly state an argument/position, not just a topic?
- Do all the main points in my outline **directly support** this thesis?

Structure & Logic:

- Does my introduction provide context and end with the thesis?
- Is there a **logical flow** from one main point (or body paragraph) to the next?
- Are paragraphs/sections ordered effectively (e.g., strongest point last, chronological, problem-to-solution)?
- Does my conclusion **synthesize** points and state the broader significance, rather than just repeating the introduction?

Paragraph-Level Development:

- Does each body paragraph/section have a clear **topic sentence**?
- For each topic sentence, do I have at least **two pieces of strong evidence or analysis**?
- Have I planned for **analysis/explanation** after each piece of evidence (following PEEL)?
- Are **transitions** between points and paragraphs accounted for?

Practicalities:

- Does my outline meet the **assignment requirements** (length, type, sources)?
- Have I noted where **key sources/quotes** will be inserted?
- Is my outline format **clear and easy to follow** for me when I start writing?