

Basic Essay Outline Template

While this template is designed for outlining a five-paragraph essay, it will give you an idea of how to structure any outline.

Tentative Title: _____

I. Introduction

A. Introductory paragraph

B. Tentative thesis statement: _____

II. Body

A. First Supporting Idea (Topic Sentence): _____

1. _____

2. _____

3. _____

B. Second Supporting Idea (Topic Sentence): _____

1. _____

2. _____

3. _____

C. Third Supporting Idea (Topic Sentence): _____

1. _____

2. _____

3. _____

III. Conclusion

A. Closing paragraph

B. Echo thesis statement: _____

Five Active Reading Steps Log

Before beginning your reading session, complete the first three of the five active reading steps for reading to learn. Review Chapter 1 for guidance on completing the active reading steps.

Step 1: Skim and ponder the pages to be read.

After scanning the pages, answer the following questions, using a separate sheet of paper if needed:

1. In your own words, what do you think the pages are about? _____
2. What do you already know about the topic? _____
3. What are you curious to learn more about the topic? _____
4. Assess the level of complexity for completing the reading, by answering the following questions:
 - a. Is this topic completely new to me? YES NO
 - b. Am I bored or indifferent about this topic? YES NO
 - c. Am I uncertain or anxious about fully understanding this topic? YES NO
 - d. Will I be expected to apply this information to a course assignment? YES NO
 - e. Will I be tested on this information? YES NO
 - f. Do the pages include many subtopics or sections? YES NO
 - g. Do the pages contain several bolded, underlined, or italicized words or phrases? YES NO
 - h. Do the pages contain several footnotes or marginal notes? YES NO
 - i. Do the pages contain diagrams, graphs, or charts? YES NO
 - j. Do the pages include practice exercises or worksheets that I must complete? YES NO
5. Based on the number of questions to which you answered “yes,” rate the level of complexity from 1-5, with 5 being very complex, and write your answer here: _____

Remember, the more complex the reading, the more time you will need to allocate for completing it.

Step 2: Plan and track the reading.

Based on the information that you gathered in Step 1, decide how you will break up your assigned reading. You will use the information you record here to complete Step 5 at the end of the chapter.

Plan & Track the Reading Sessions	Session 1	Session 2	Session 3	Session 4	Session 5
Planned Total Pages: Write down how many pages you plan to read in one session:					
Estimate of Time Needed: Guess how long it will take you to complete the session, including any assigned practice exercises, and write your answer:					
Starting Time: Write down the time you begin—but be sure to review Step 3 below first:					
Ending Time: Write down the time you end:					

Actual Time Needed: Write down the actual time it took you to complete the reading session:					
Actual Total Pages: Write down the actual total pages you read in your session:					

Step 3: Read and annotate the pages.

Use a system of marking and notations to interact with the text as you read. The review questions provided at the end of the chapter will help you monitor your comprehension and understanding of important concepts.

After finishing your assigned reading, complete the last two of the five active reading steps for reading to learn. Review Chapter 1 for guidance on completing the active reading steps.

Step 4: Re-skim and react to the pages read.

Pay special attention to your annotations within the reading as well as the chapter review questions and write a summary response that answers 4-7 of the following questions, using a separate sheet of paper if needed:

1. What were the main topics covered in this chapter?
2. Overall, what did you learn?
3. Did you disagree with anything?
4. Did anything confuse you or spark your interest?
5. What concepts will you use in the future in this class, other classes, or in life?
6. What important words or phrases did you mark and what do they mean?
7. What concepts would likely appear on a test covering the information on these pages?

Step 5: Assess and improve the reading plan.

Look over the information you wrote down for Steps 1 & 2 at the beginning of the chapter and write a brief reflection that addresses the following questions, using a separate sheet of paper if needed:

1. In Step 1, how accurately did you assess the level of complexity for completing the reading?
2. In Step 2, how accurate were your estimates of the total pages you planned to read in each session?
3. In Step 2, how accurate were your estimates of the time needed to complete each reading session?
4. How will you use the information you recorded to better plan your future reading sessions?
5. What specific reading skills, if any, will you work to improve? (Refer back to Step 3 in Chapter 1 for a list of tips on becoming a more efficient reader.)

Rhetorical Writing Situation Cheat Sheet

Answer the questions below to assess your rhetorical writing situation as you prepare for an upcoming writing assignment. Use a separate sheet of paper if needed.

1. What is my purpose and stance? What do I hope readers will gain?

2. Who is my audience, and what are their needs and expectations?

3. What tone will I aim for in my writing? _____
4. What genre of writing will best suit my purpose and will my readers expect? _____
5. What are the key features or conventions of this genre? _____
6. Which writing strategy or strategies will work best for this genre of writing? Circle all that apply.

Analyze Causes and Effects	Argue	Classify and Divide
Compare and Contrast	Define	Describe
Explain a Process	Illustrate	Narrate
Persuade	Summarize	
7. By what medium will this writing get to the readers? Circle all that apply.

In Print	Electronic	Online	Orally
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8. What design elements should be considered?

9. What additional guidelines or expectations has my instructor provided?

10. What questions do I have about the assignment that need further clarification?

Time Planner Chart

Time	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							
10:00 PM							
11:00 PM							

Weekly Coursework Planner

Course Key					
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SAT Date _____	SUN Date _____	MON Date _____	TUE Date _____

WED Date _____	THU Date _____	FRI Date _____	TO DO / LOOK AHEAD