Academic Writing Outline Guidelines

Deadline: Tuesday, October 20, 2015
→ email to ntakeda.aogaku@yahoo.com

1.   Download the ***Research Paper Outline Template*** from the website:
http://www.nicoletakeda.com/aw-lesson-materials.html

2.   ***Type*** your outline (Times New Roman font, size 12). Make sure to ***delete*** the [instructions].

3.   You need to include ***four quotes*** (=important words about your topic from an expert) in your outline. The quotes need to be used as the details in your body paragraphs.

4.   You need to include ***two examples of statistics*** in your outline. The statistics can be used in the introduction or body paragraphs.

5.   For your supporting ideas, you do ***not*** have to write sentences. You can use ***note-form*** (e.g. phrases and key words). However, you need to use sentence-form for your topic sentences.

6.   Include topic sentences for each body paragraph. Use a ***transition*** to start each one (e.g. First, … / Next, … / Finally, …)

7.   For your ***MS Word document file name***, use this format:
   - AW-Outline-Nanami (given name)

8.   Email your outline as an ***attachment***.
   - Use this format for your subject heading:
     - AW-Outline-Nanami (given name)
   - Include a message with your email.

Reminders:

a.   Outlines must be submitted on time.
b.   Late outlines will not receive comments; only a grade.
c.   Computer problems are unacceptable excuses to submit late tasks.
d.   You can have extra time to prepare your task only if you contact me the day before the deadline to ask for permission and have a serious illness.