**REVISIONS TO MAKE TO TOPIC OUTLINE BEFORE GOING TO SENTENCE OUTLINE**

***Go through each question and if you answer “no”, REVISE your outline.***

1. **PARALLELISM – Check to see that your ideas and sentence structure are parallel throughout the outline.**
   1. **Are the ideas parallel?**
   2. **Do the ideas in each paragraph support the thesis statement (echo)?**
   3. **Are the sentence structures parallel?**
2. **COORDINATION – Check to see that your ideas coordinate well (not too different)**
   1. **Are the ideas balanced in their similarities and differences? If not, how could they be revised?**
   2. **Are there transitional phrases (see reference doc on website) between ideas and paragraphs?**
   3. **Are concessions and evidence evenly balanced, or is there bias?**
3. **DIVISION – check to see that your ideas don’t overlap (too similar)**
   1. **Do any ideas overlap?**
   2. **Can you combine ideas to create a more complex idea / analysis?**
4. **SUBORDINATION – ideas are organized** 
   1. **Does the intro paragraph give context/background to each idea in the thesis?**
   2. **Do you have an effective hook/clincher statement?**
   3. **Are the ideas structured in a particular order (chrono, spatial, order of importance, etc.)?**
   4. **Can you revise to improve the order of your ideas?**
5. **CITATIONS – ideas are credited**
   1. **Are your quotes complete with citations of sources from your notecards, (which includes the author, the page number, and the source #)?**
   2. **Does the source exist in your ANNOTATED BIBLIOGRAPHY?**
6. **ANALYSIS – your evidence speaks through YOUR voice**
   1. **Are each of your quotes followed by at least 3-4 analytical thoughts that tie them to the thesis?**
   2. **Could you include more depth in your analysis?**

**After these revisions, SHARE your finalized TOPIC outline.**

**Then, start your SENTENCE outline by copying and pasting the finalized TOPIC outline into the new doc on my website.**