

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