

# From Paragraph to Essay

## Outlining an Essay

In this page, we will learn ...

- the purpose of an outline.
- how to write an outline.

### What is an outline?

An outline is a list of the information you will put in your essay.

An outline .....

- begins with the essay's thesis statement.
- shows the organisation of the essay.
- tells what ideas you will discuss and shows which ideas will come first, second, and so on.
- ends with the essay's conclusion.

Writing an outline before you write an essay will ...

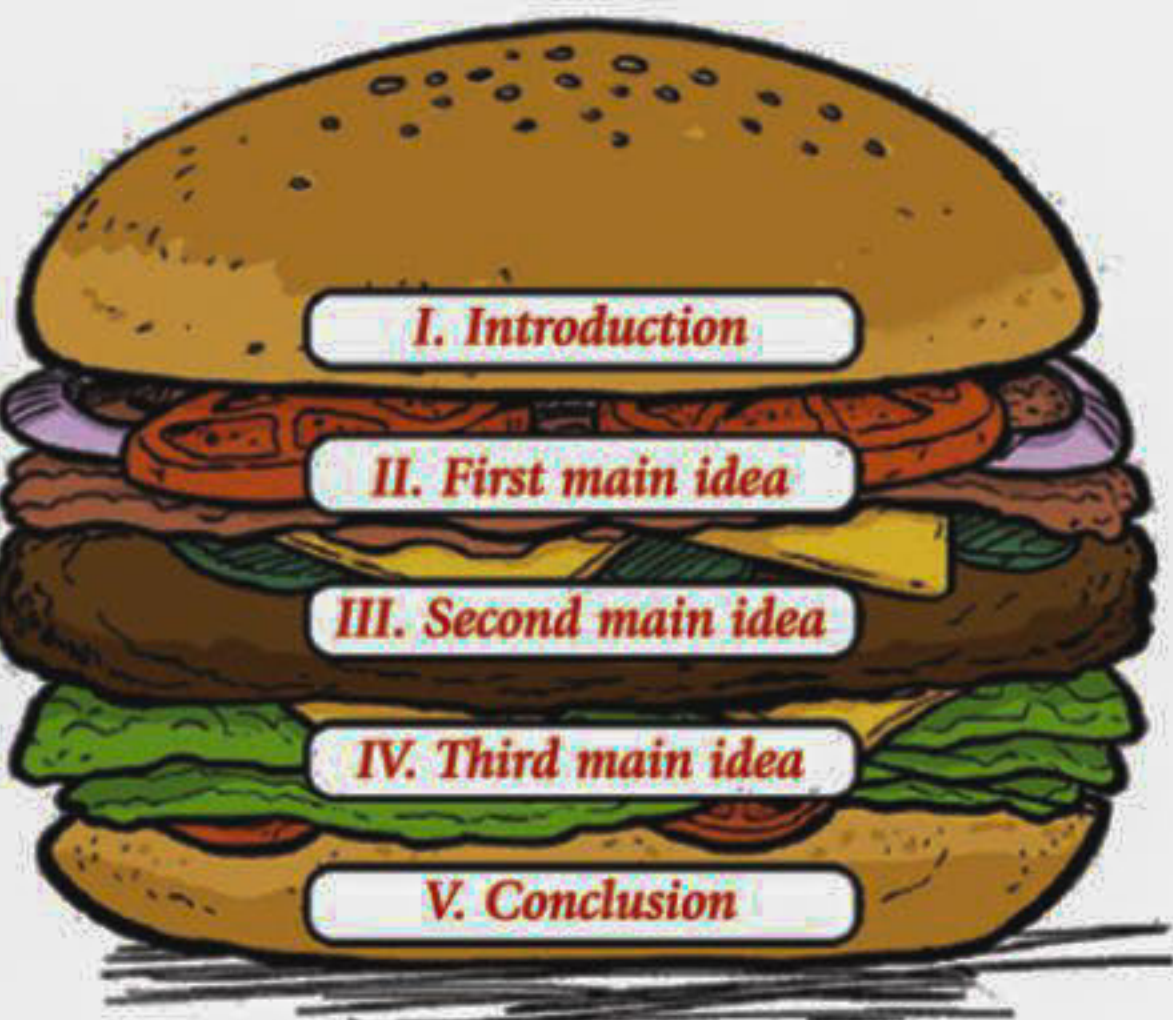
- show you what to write before you actually begin writing.
- help make your essay well organised and clearly focused.
- keep you from forgetting any important points.

Imagine your skeleton: although you don't see it, it supports your body. In the same way, although a reader won't see your outline, making an outline in advance will support your essay by providing its structure.

## How to write an outline

Before writing an outline, you must go through the usual process of gathering ideas, editing them, and deciding on a topic for your writing. Writing an outline can be a very useful way of organising your ideas and seeing how they will work together.

To show how the ideas work together, number them. To avoid confusion, use several different types of numbers and letters to show the organisation of the ideas. Use roman numerals (I, II, III, IV, V, VI, etc.) for your essay's main ideas: your introduction and thesis statement, your body paragraphs, and your conclusion. Write all of these first, before going into more detail anywhere.



Next, fill in more information for your body paragraphs by using capital roman letters (A, B, C, etc.). Use one letter for each supporting idea in your body paragraph. Complete this information for each body paragraph before going into more detail.

- I. Introduction
- II. First main idea

- A. First supporting point
- B. Second supporting point ... and so on

Finally, use Arabic numerals (1, 2, 3, etc.) to give details for your supporting points. Not every supporting point will have details, and some points will have several. It is not important to have the same number of details for every supporting point.

- I. Introduction
- II. First main idea
- A. First supporting point
  - 1. First detail
  - 2. Second detail
- B. Second supporting point
  - 1. First detail
  - 2. Second detail
  - .....and so on.



Find the answers in next MONDAY issue

### ANSWER KEY TO THE LAST EIS PAGE ACTIVITIES (DATED FEBRUARY 05, 2017)

Read these thesis statements below. Write  (strong thesis statement), F (fact only - a weak thesis statement), or N (no clear opinion - a weak thesis statement).  
 a. F b. N c. F d.  e. N f. F g.  h. N i. F j.   
 6. Complete the crossword.  
 1. main 2. paragraph 3. idea 4. essay 5. supporting 6. body 7. concluding 8. conclusion

## (From English For Today Classes 9-10 Unit 5)

Bangladesh is now apparently in the grip of all sorts of pollution like air pollution, water pollution and soil pollution. The dwellers of the urban areas are the worst sufferers of such pollution. The indiscriminate industrialization process in Bangladesh over the past decades has created significant environmental problems. We will now read about some of the most common types of environmental pollutions and ways of coping with them.

Air pollution comes from a wide variety of sources. In Bangladesh, al plants, brick kilns, old or dust from roads and the major sources of air this type of pollution by vehicles and avoiding the years. We may also use the level of emission and people to use Compressed Petroleum Gas (LPG) for government may relocate brick kilns to areas away



in oceans, rivers, lakes, reservoirs. As different water pollution can spread easily pollution include increased improper waste disposal and littering, leakage of soil pollution into water supplies and organic materials that decay in water supplies. In fact, polluting the land means polluting the water. Throwing away a toxic substance on the ground near a water space means it eventually reaches a body of water. As a result, the water is polluted. Industrial wastes must not be disposed in rivers or lakes. We need to be more careful about disposing household wastes too. Use of pesticides means that when it rains on the lawn or garden, chemicals wash into the water bodies. Therefore, we must be aware of the dangers of using pesticides as they may pollute our rivers, canals and lakes.

Water pollution can occur ponds and underground sources flow together, the and quickly. Causes of water sediment from soil, erosion, in oceans, rivers, lakes, reservoirs. As different water pollution can spread easily pollution include increased improper waste disposal and littering, leakage of soil pollution into water supplies and organic materials that decay in water supplies. In fact, polluting the land means polluting the water. Throwing away a toxic substance on the ground near a water space means it eventually reaches a body of water. As a result, the water is polluted. Industrial wastes must not be disposed in rivers or lakes. We need to be more careful about disposing household wastes too. Use of pesticides means that when it rains on the lawn or garden, chemicals wash into the water bodies. Therefore, we must be aware of the dangers of using pesticides as they may pollute our rivers, canals and lakes.

Among the most significant causes of soil pollution is the enormous volume of industrial waste, which is being produced every day but not disposed properly. The mismanagement of household wastes, particularly the polythene shopping bags, has caused serious threat to the soil, and the drainage system. Another cause for soil pollution is the use of agricultural pesticides and fertilizers. Sometimes fuel leakages from automobiles may get washed away by rain and seep into the nearby soil. Pesticides and fertilizers are useful for plant growth but their overuse has led to soil pollution. Natural fertilizers and compost can be used instead of their chemical alternatives. Recycling is another way to reduce and control soil pollution. Recycling papers, plastics and other materials reduces the volume of refuse in landfills. Deforestation also causes erosion, pollution and the loss of fertility in the topsoil. Planting trees and re-forestation help prevent soil erosion and pollution.

### Example of an essay outline:

# Must Save Our World!

(based on the text from English For Today Classes 9-10 Unit 5 Nature and Environment)

**I. Humans can't do anything to control the course of nature but can learn to cope with it and be responsible.**

**II. Air pollution**

A. Variety of sources

B. Ways to reduce air pollution

1. Use motor vehicles less
2. Use proper lubricants
3. Encourage use of CNG
4. Relocate industries

**III. Water pollution**

A. Places where it can occur

B. Causes of water pollution

1. Land pollution
2. Careless waste disposal

**IV. Soil pollution**

A. Waste disposal

1. Industrial waste
2. Household wastes
3. Agricultural pesticides
4. Fuel leakages

B. Possible solutions

1. Natural fertilizers
2. Recycling
3. Re-forestation

**V. Humans may have little control over the course of nature, but they need to become more responsible and develop different ways to reduce environmental pollution. It is our world and we need to save it for us, for our children and their children.**

### CLASSROOM ACTIVITY:

in groups, write out the essay using the outline above.

Read this outline and answer the questions

1. What will be the thesis statement of the essay?
2. How many body paragraphs will the essay have?
3. How many supporting points will the third paragraph have? What will they be?
4. How many details will the fourth paragraph have? What will they be?

## Don't Support Nuclear Energy!

**I. Nuclear power is not a good energy source for the world.**

**II. Very expensive**

A. Nuclear fuel is expensive

B. Nuclear power plants are expensive to build and operate

1. Cost of construction
2. Cost of training workers
3. Cost of safety features

**III. Nuclear materials are not safe**

A. Nuclear fuels are dangerous

1. Mining fuels produces radioactive gas
2. Working with radioactive fuels can harm workers

B. Nuclear waste products are dangerous

1. Very radioactive
2. Difficult to dispose of or store safely

**IV. There is a great possibility of accidents**

A. Nuclear power plants can fail

1. Three Mile Island, U.S.A. (1979)
2. Tarapur, India (1992)
3. Darlington, Canada (1992)
4. Sellafield, England (2005)

B. Workers can make mistakes

1. Chernobyl, U.S.S.R. (1986)
2. Kola, Russia (1991)
3. Tokaimura, Japan (1999)
4. Asco, Spain (2007-2008)

C. Natural disasters can happen

1. Earthquake: Kozloduy, Bulgaria (1977)
2. Tornado: Moruroa, the Pacific (1981)

**V. Because of the cost and the danger, the world should develop different types of energy to replace nuclear power.**

## 1. Read the outline for the essay - Must Save Our World!

Answer the questions.

- a. What will be the thesis statement of the essay?
- b. How many body paragraphs will the essay have?
- c. How many supporting points will the third paragraph have? What will they be?
- d. How many details will the fourth paragraph have? What will they be?

### CLASSROOM ACTIVITY:

1. Label each statement **T** for thesis statement, **M** for main idea, **S** for supporting point, or **C** for conclusion.

Title: The Benefits of Yoga

- a. .... Develops clear thinking
- b. .... Physical benefits
- c. .... Improves concentration
- d. .... Reduces fear, anger, and worry
- e. .... Mental benefits
- f. .... Improves blood circulation
- g. .... Improves digestion
- h. .... Helps you feel calm and peaceful
- i. .... Develops self-confidence
- j. .... Practising yoga regularly can be good for your mind, your body, and your emotions.
- k. .... Makes you strong and flexible
- l. .... Therefore, to build mental, physical, and emotional health, consider practising yoga.
- m. .... Emotional benefits

2. Arrange the ideas in exercise 1 above into an outline. Compare your finished outline with a partner.

I. ....

II. ....

III. ....

IV. ....

V. ....

### Evaluating an outline

#### The outline checklist

Before you start writing your essay, check your outline for organization, support, and topic development. If possible, have a friend or your teacher check your outline too.

- Organisation**
- paragraphs in the right order
  - supporting points and details in the right order

- Support**
- each main idea related to the thesis statement
  - each supporting point related to the paragraph's main idea
  - each detail related to the paragraph's supporting points

- Topic development**
- enough (and not too many) main ideas to develop the thesis statement
  - enough (and not too many) supporting points for each main point
  - enough (and not too many) details for each supporting point

3. Write a simple outline of yourself or your life. First, outline only the "body paragraphs." Your main ideas could include physical characteristics, your personality, your habits, your family, places you have lived, jobs you have had, things you like and dislike.

4. Explain your outline to a partner. Your partner will then add a "thesis statement" and "concluding statement."

5. Join another pair and present your complete outlines.

