REVERSE OUTLINE

Reverse Outline	• A **reverse outline** is a revising method used to analyze and improve one's own writing. • Reverse outlining allows one to check if ideas are organized, clearly presented, and support the thesis. • They also allow one to gain a greater understanding of how to write a clearly focused paper.

HOW DO I CREATE A REVERSE OUTLINE?

Step 1: Number each paragraph in the margin of the draft. Use these numbers to create an outline.

Step 2: Read each topic sentence to make sure they are not too general. Each paragraph's topic sentence should support the thesis.

Step 3: Write a one sentence summary about the paragraph. It could be difficult to write a one sentence summary if there are too many unsupported ideas in the paragraph. Fix this problem by deleting or moving ideas to their own paragraphs or to appropriate existing paragraphs.

Step 4: On a separate paper, create an outline by writing the number of each paragraph and the corresponding summary sentence. The outline should read as a summary that demonstrates whether the writing is organized, clearly understood, and supports the thesis.

HOW DO I REVISE MY PAPER?

Ask yourself the following questions:

Are there repeated ideas?
If an idea is repeated, then it is probably important, so choose where the idea makes the most impact and delete the others. Repeated ideas dilute the overall effectiveness of the point being made.

Is there a logical flow from one point to another?
Does one point need to precede another or vise or versa to show a smooth progression in the paper? Move paragraphs around if necessary to create a logical flow.

Do the paragraphs lack a transition between them to bridge or tie in ideas?
If so, add transitional sentences at the end of each body paragraph.

REVISE

Once the reverse outline is complete, make the necessary revisions to achieve a well-organized, clearly written, and supported paper.