

STEP NUMBER FOUR: OUTLINE



College of the
Siskiyous
WRITING LAB

INTRODUCTION: Step number four is to write a rough outline.

A rough outline for a five to seven-page paper might look something like this:

Thesis statement: Cigarette smoking in public buildings poses a health hazard to the non-smoker, damages public buildings, and is a violation of Americans' constitutional right to life.

- I. Health hazard to non-smoker
 - A. Statistics on second-hand smoke effects
 - B. Negative physical effects
 - C. Negative mental effects
- II. Damage to public buildings
 - A. Common smoke damage
 - B. Possible fire damage
 - C. Need for additional maintenance staff
- III. Non-smoker's constitutional right to life
 - A. Discussion of First Amendment rights
 - B. Why health hazard is a violation of rights
 - C. Why our rights must be protected

Conclusion: Cigarette smoking should be banned from all public buildings.

NOTE: The rough outline is merely a rough map to help give you direction. Specific points and sections may change as you begin to collect data. If you are unable to write a rough outline, you may need to first read one or two short articles or chapters on the subject. If possible, check your rough draft outline with the COS Writing Lab.