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Sample MLA Outline (Levi)

Level 1

Outline

THESIS: Unless the risks of cell phones are shown to outweigh the benefits, we should not restrict their use in moving vehicles; instead, we should educate the public about the dangers of driving while phoning and prosecute irresponsible phone users under laws on negligent and reckless driving.

I. Scientific studies haven't proved a link between use of cell phones and traffic accidents.

A. A study by Fedelmeier and Tibshirani was not conclusive, as the researchers themselves have admitted.

B. Most states do not keep records on accidents caused by driver distractions.

C. In a survey of research on cell phones and driving, Cain and Burris report that results so far have been inconclusive.

II. The risks of using cell phones while driving should be weighed against the benefits.

A. At the Harvard Center for Risk Analysis, researchers found that the risks of driving while phoning were small compared with other driving risks.

B. There are safety, business, and personal benefits to using cell phones on the road.

III. We need to educate drivers on using cell phones responsibly and enforce laws on negligent and reckless driving.

Outline pages are numbered with small roman numerals.

Outline begins with thesis and uses standard format.

Outline is written in complete sentences.

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2006).

### The Basic Outline of a Paper

The following outline shows a basic format for most academic papers. No matter what length the paper needs to be, it should still follow the format of having an introduction, body, and conclusion. Read over what typically goes in each section of the paper. Use the back of this handout to outline information for your specific paper.

#### I. Introduction

The introduction should have **some** of the following elements, depending on the type of paper:

- Start with an **attention grabber**: a short story, example, statistic, or historical context that **introduces** the paper topic
- Give an **overview** of any issues involved with the subject
- Define any **key terminology** need to understand the topic
- Quote or paraphrase sources revealing the **controversial nature** of the subject (argumentative papers only)
- Highlight **background information** on the topic needed to understand the direction of the paper
- Write an **antithesis paragraph**, presenting the primary opposing views (argumentative paper only)

The introduction must end with a THESIS statement (a 1 to 2 sentences in length):

- Tell what the overall paper will focus on
- Briefly outline the main points in the paper

#### II. Body

- Clearly present the main points of the paper as listed in the thesis
- Give strong examples, details, and explanations to support each main points
- If an argumentative paper, address any counterarguments and refute those arguments
- If a research paper, use strong evidence from sources—paraphrases, summaries, and quotations that support the main points

#### III. Conclusion

- Restate your thesis from the introduction in different words
- Briefly summarize each main point found in the body of the paper (avoid going over 2 sentences for each point)
- Give a statement of the consequences of not embracing the position (argumentative paper only)
- End with a strong clincher statement: an appropriate, meaningful final sentence that ties the whole point of the paper together (may refer back to the attention grabber)

#### Additional Tips

- Decide on the thesis and main points first
- You do not need to start writing your paper with the introduction
- Try writing the thesis and body first; then go back and figure out how to best introduce the body and conclude the paper
- Use transitions between main points and between examples within the main points
- Always keep your thesis in the forefront of your mind while writing; everything in your paper must point back to the thesis
- Use the back of this handout to make an outline of your paper

#### Career Research Paper Requirements

Using Two Internet Resources, you will gather information about a career that you are interested in pursuing. Try to address as many of the following outline points as possible; at the end of your paper, include a reference to the sources you used in correct MLA format.

Career Research Paper Due Date: May 16

- I. Name of Career Field and reasons for studying this particular career.
- II. History of the career.
- III. People in this career.
  - a. Approximately how many people are now employed in this career field?
  - b. Briefly discuss current employment trends relating to this career.
  - c. Where are jobs related to this career most often found? Why?
- IV. Duties of this career.
  - a. General Duties
  - b. Specific Duties
  - c. Hours of work, ordinarily required
  - d. Is there anything unusual about the number of hours or nature of the work schedule which might relate to this job field? (Seasonal fluctuations, days, nights, split shifts etc.)
- V. Qualifications of workers in this field.
  - a. Sex
  - b. Age
  - c. Health and physical
  - d. Personality
  - e. Experience
  - f. Aptitude
  - g. Education (general level and type required)
  - h. Other
  - i. What are the most common methods of entry into this career? Which one would you choose? Why?
- VI. Education Planning.
  - a. Develop your own education plan, including preparation for this career, including courses you've taken or will take in high school to prepare.
  - b. If you decide to attend a post-secondary school, what entrance requirements might you expect? What is the length of training? Cost of training?
  - c. Briefly describe any armed forces training opportunities that relate to this career.
  - d. What are the scholarships, loans or grants that you could apply for to help with the cost of this training?



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