

# Sample Outlines

## Alphanumeric Outline

### The College Application Process

- I. Choose Desired Colleges
  - A. Visit and evaluate college campuses
  - B. Visit and evaluate college websites
    - 1. look for interesting classes
    - 2. note important statistics
      - a. student/faculty ratio
      - b. retention rate
- II. Prepare Application
  - A. Write Personal Statement
    - 1. Choose interesting topic
      - a. describe an influential person in your life
        - (1) favorite high school teacher
        - (2) grandparent
    - 2. Include important personal details
      - a. volunteer work
      - b. participation in varsity sports
  - B. Revise personal statement
- III. Compile resume
  - A. List relevant coursework
  - B. List work experience
  - C. List volunteer experience
    - 1. tutor at foreign language summer camp
    - 2. counselor for suicide prevention hotline

## **Full Sentence Outline**

- I. Man-made pollution is the primary cause of global warming.
  - A. Greenhouse gas emissions are widely identified by the scientific community to be harmful.
    1. The burning of coal and fossil fuels are the primary releasers of hazardous greenhouse gases.

Full sentence outlines are often accompanied with an APA reference list on a separate page. Quotes within the outline must also utilize APA in-text citations.

## **Decimal Outline**

- 1.0 Choose Desired College
  - 1.1 Visit and evaluate college campuses
  - 1.2 Visit and evaluate college websites
    - 1.2.1 Look for interesting classes
    - 1.2.2 Note important statistics