

Step 2b: Create a Full Outline

After you created your Mini Outline, you submitted it as homework. I looked at it, and either approved it, or I made some notes. After that review process, you will be ready to create a **Full Outline**.

The Full Outline has all of the points of the Mini Outline, except (1) it may have changes that I suggested or that you decided to make; and (2) you must add more details for each of the six examples.

For this, consider all six of your examples. What are the main points of the story that you will tell? Those summary highlights (*not* the whole example!) will be in the extra points that you write. See my own example of "Bad Boss Bob" on the next page:

- I. Introduction.
 - A. Introduction technique
 - B. Thesis statement
 - 1. Bob, my boss at a movie theater, was extremely unprofessional
- II. He cheated business partners.
 - A. Bob allowed debts to a food supplier to climb, and then told me that he never intended to pay them
 - 1. There was a company that sold us popcorn and candy; Bob paid the first few bills
 - 2. After that, Bob asked for credit, promising to pay later
 - 3. After more than \$3000 was owed, Bob broke contact with the company, never paid, and told me to find a new company to buy from
 - B. Bob cheated the Orion Pictures movie studio by under-reporting ticket sales to the movie *Amadeus*
 - 1. When the theater played *Amadeus* for three weeks, the theater agreed to pay 50% of the ticket income to the studio
 - 2. Bob changed the ticket reports, falsely reducing his report of the number of people who bought tickets
 - 3. The studio sent a "head counter" into the theater to count the number of people, caught Bob in the lie, and sued him
- III. He abused workers.
 - A. Bob promised all employees great benefits in the future if they would take low pay immediately, then broke his promise
 - 1. He held a staff meeting, and told everybody about the theater's great future
 - 2. He promised higher pay, medical insurance, and other benefits
 - 3. The benefits never came; instead, Bob paid everyone less than the legal minimum
 - B.. Bob harassed and insulted a worker named Tom for two weeks after Tom announced that he would quit
 - 1. Tom decided to leave, so he told Bob
 - 2. Bob yelled at him, insulted him, and told Tom he was no good
 - 3. For two weeks, Bob was increasingly hostile and made Tom's time there highly stressful

- IV. He committed crimes.
- A. He broke labor laws by hiring a 14-year-old girl named Debbie, and had her work late evenings and overtime
1. Bob would hire anyone who walked in the door
 2. A 14-year-old girl named Debbie was hired immediately, and was a terrible worker
 3. Bob asked Debbie to work as late as 1:00 am, far later than was legal
- B. He stole the film *Rumble Fish*, buying a copy for \$5000 from a thief
1. He mysteriously made me come with him on a trip to San Francisco
 2. He visited a projectionist who had hundreds of stolen film canisters behind the movie screen
 3. He counted out \$5000 in hundred dollar bills, making me an accomplice in a felony crime
- V. Conclusion.

In the outline on the previous page, note the following:

- It follows the I - A - 1 - a format.
- Every line has a hanging indent, and each level is indented a half-inch to the right
- It is single-spaced. Double-spaced would make it too long, more than one page, making it harder to read. The idea of an outline is that you can see the whole essay more easily at one glance, allowing you to better see the whole form and structure of the essay.
- You can better see the **flow** of each example to the next example; you may be better able to see what might work better. For example, in the first body paragraph, I might decide to switch the order of the examples. Why? Because the following paragraph is about employees being cheated. The first body paragraph has (1) suppliers being cheated, and (2) a big movie studio being cheated. The movie studio is biggest, the food supplier is less big, and the employees are the least big, so if I ordered it to be (1) studio and (2) supplier, then the (3) employees in general, and (4) one employee specifically would be next—and that would be a better flow for the essay.

The outline allows you see that better, and make a better plan.

ACTION 2B: In the Essay #1 folder in your Google Drive, create a **new Google Docs file**. Add the header and the top-left information. Make the document single-spaced. Give it the filename **Yourname - E1 Full Outline**. Give the outline an Essay Title (e.g., **The Criminal Theater Boss**), and then write an outline like the one shown a few pages ago. Finish by the deadline I give you in class.

Once you have submitted the outline, I will review it. I might make suggestions for you to change things. If I do so, then make the changes **as soon as possible**, do not wait!

After you finish the full outline, you will have done good preparation, and your essay will have the **best topic**, the **best examples**, and the **best structure** that you could plan for!