

## Tier 4.0: Pre-Writing Worksheet 1

### Planning & Organizing

Directions: Create an outline (for any project that is written in nature) **or** detailed sketches (for any project that is physical in nature) of your project. **If an outline**, it will specify the various sections of your project, any subsections of a given section, and account for the evidence you intend to collect and use. **If a sketch**, it must detail the specifics of the project, including but not limited to: size, shape, materials, organization of ideas, and account for evidence you intend to collect and use. Think of it as a sort of blueprint. Obviously, the nature of project will make clear what details need to be clearly provided before beginning the project.

#### How to create an outline:

The **Roman numerals** are your major divisions/sections, which for an essay would include an introduction, each body paragraph, and a conclusion. The **capital letters** are the subsections/ideas you'll more specifically cover in that section. The **numbers** (1, 2, etc.) are even more specific breakdowns of the given letter they come underneath. Note: a major section might vary on how many letters it has, whether or not it has numbers below them, and if so, how many. The typical rule is this: if you break something down, it cannot be broken into fewer than two parts, (so you'll not see an "A" without a "B" or a "1" without a "2".) Below shows what *part* of an outline *might* look like. Anything currently in ( ) you would just write the appropriate topic, etc., for your project instead, and leave out the parentheses. Your outline will not have the exact same breakdowns as seen below, and will very likely have *more* than four Roman numerals. Finally, the example below does *not* show a conclusion, which you should include.

- I. Introduction
  - A. (subtopic)
  - B. (subtopic)
- II. (topic)
  - A. (subtopic)
  - B. (subtopic)
  - C. (subtopic)
- III. (topic)
  - A. (subtopic)
    - 1. (specific detail)
    - 2. (specific detail)
  - B. (subtopic)
    - 1. (specific detail)
    - 2. (specific detail)
- IV. (topic)
  - A. (subtopic)
  - B. (subtopic)
  - C. (subtopic)
    - 1. (specific detail)
    - 2. (specific detail)
    - 3. (specific detail)
  - D. (subtopic)