

Paragraph Outline: Use In Rough Notes Area

Topic Sentence _____

Body (3- 5 details with examples)

Reason #1 _____

Example: _____

Reason #2 _____

Example: _____

Reason #3 _____

Example: _____

Concluding Sentence: _____

News Report Outline: Use in Rough Notes Area

Start with lead information (5 W's).

Give important details (more why and how).

End with further details and quotes. Paragraphs should be short, 1-3 sentences.

