

Basic Harvard Outline Format – This is also good for taking notes. Use phrases and short clauses, not just single words.

- I. Introduction
 - A. General intro
 - B. Thesis Statement

- II. Point 1
 - A. Assertion
 - B. Evidence
 - C. Importance

- III. Point 2
 - A. Assertion
 - B. Evidence
 - C. Importance

- IV. Point 3
 - A. Assertion
 - B. Evidence
 - i. Evidence 1
 - a. Sub-point of evidence 1
 - b. Sub-point of evidence 1
 - ii. Evidence 2
 - C. Importance

- V. Conclusion
 - A. Sum up points 1, 2, and 3.
 - B. State the importance of the thesis. Why should the reader care about what you just made them read?

This is FIVE PART structure based on THREE (assertion, evidence, importance). In high school, you may have learned this as “5 paragraph format”. However, that format is just a very simple form of five part structure. In college writing, parts do not always equal one paragraph. Some parts may take more than one paragraph.