

Your last name

Your Instructor's Name

Course

Date

### Outline

Thesis: Modern technology has improved lives through convenience, efficiency, and accessibility.

I. Modern technology provides many conveniences.

A. Home appliances

B. Electronic equipment

C. Transportation

II. Technology has also improved lives through efficiency.

A. more time to develop personal goals

B. more time to relax

III. Accessibility to a wide range of options has been expanded through modern technology.

A. high speed airlines, cruise liners, and improved automobiles promote travel

B. the Internet has made education more accessible

Concluding Statement

Notes:

1. An outline has the same page formatting as any MLA document with 1" margins, double spacing, font, header, and heading except that it is a list using Roman numerals to number the main paragraph title, capital letters to number each subparagraph, and small Roman numerals for sub-sub paragraphs, if any.
2. The thesis statement is a statement, not a question.
3. There is a paragraph in the body for each of the points in the thesis in the same order
4. What you intend to include as background information before the thesis is not part of the outline.
5. The traditional outline does not call for a Concluding Statement, so your instructor may not want one included. However, it is helpful to be reminded that the last paragraph should simply sum up the proof and restate the thesis, thereby reinforcing proving your thesis.
6. New information should not be part of the concluding paragraph.