

Outline Template: Summary and Response Essay

I. Introduction

- a. Follows one of the models in *Inquiry* (Introductions and Conclusions Chapter)
- b. Narrows toward the specific topic

II. Summary Paragraph

- a. First line includes author's full name, full title of text, and gist of author's main point
- b. Subsequent lines more specifically overview the author's point, sub-points, and methods
- c. Final line provides a clear, single-sentence thesis statement which responds to the article

III. Body

- a. Responds to the text and avoids merely "ranting" about a related issue
- b. Addresses concessions to your point (in one or two paragraphs)
- c. Presents your main reasons to support your thesis statement
 - i. Should include at least two strong points to support your thesis
 - ii. Each point should clearly relate to your thesis
 - iii. Each point should engage the text and respond to the text
- d. Each body paragraph should follow the guidelines laid out in *Inquiry* (Developing Paragraphs Chapter):
 - i. Topic sentence
 - ii. Unity
 - iii. Evidence and discussion

IV. Conclusion

- a. First line reiterates the main point (restating the thesis in different words)
- b. Answers the question, "So what?"
- c. Follows a template laid out in *Inquiry* (Introductions and Conclusions Chapter)