Useful strategy for planning a longer essay (3+ pages)
Begins with a full thesis, followed by full topic sentences and supporting sentences
Organizes your main points and supporting evidence logically

SAMPLE OF A FORMAL SENTENCE OUTLINE

Thesis: Although companies often have legitimate concerns that lead them to monitor employees’ Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to the employees’ privacy and autonomy.

I. Although employers have always monitored employees, electronic surveillance is more efficient.
   A. Employers can gather data in large quantities.
   B. Electronic surveillance can be continuous.
   C. Electronic surveillance can be conducted secretly with keystroke logging programs.

II. Despite valid concerns, employers should value employee morale and autonomy and avoid creating an atmosphere of distrust.
   A. Setting the boundaries for employee autonomy is difficult in the wired workplace.
      1. Using the Internet is the most popular way of wasting time at work.
         a. Employees often use easily accessible office Internet to check social media, play games, and watch streaming videos.
         b. They may have several Internet tabs or pages open, attempting to multitask their work with personal activities.
      2. Employers can’t easily determine if employees are working or surfing the web.
   B. Surveillance can create resentment among employees.
      1. Web surfing can relieve stress, and restricting it can generate tension between managers and workers.
      2. Enforcing Internet usage can seem arbitrary.
Formal Phrase Outline

- Useful strategy for brainstorming ideas for an essay
- Uses a working thesis, and only short phrases and key words
- Serves as a reference for topics for presentations
- Guides your reading and research

**SAMPLE OF A FORMAL PHRASE (OR TOPIC) OUTLINE**

**Working Thesis:** Federal regulations need to foster state laws and educational requirements that will help protect the few wetlands that are left, restore as many as possible of those that have been destroyed, and take measures to improve the damage from overdevelopment.

I. Nature’s ecosystem
   A. Loss of wetlands nationally
   B. Loss of wetlands in Maryland
      1. More flooding and poorer water quality
      2. Lost ability to prevent floods, clean water, and store water
      3. Cost in lives and dollars
         a. Deaths during flooding
         b. Costs in millions of dollars a year

II. Need to save wetlands
   A. New federal laws
   B. Re-education about interconnectedness
      1. Ecology at every grade level
      2. Education for politicians, developers, and legislators
   C. Flood prevention
      1. Plants and soil
         a. Deforestation and soil erosion
         b. Replanting trees for absorbing excess water
      2. Floodplain overflow