UNIT III - WORKING OUTLINE

A working outline is a useful intermediary document between research and writing .it helps you gain an overview of the paper at keep track at all important aspects of the subject.

Some writers like to work from an outline others do not for research papers, A working outline is a useful intermediate activity between research and writing in fact some instructors require each student to hand in a n outline with the final draft .students have to submit not only a topic for the paper but also a tentative list of subtopics for research .then suggested that this working outline can be raised, then the items dropped ,added, modified as research progress.

AN OVERVIEW OF THE PAPER :

You may find a series of outline helpful, whether your instructor not require them. An outline will help you to get an overall view of your paper and perhaps more important ,to figure out each section of paper relates to other. Thus the developing of outline helps to the logical expression of the argument .

A working outline will also make it easier to keep track of all important aspects of subject and focus to relevant topics continue revision of outline, will encourage to change your thinking and approach as new information modifies understanding of the subject.

CREATING A COMPUTER FILE FOR EACH VERSION :

Word processing programs commonly have an outlining feature that offer several formats with automatic numbering and lettering, it is probably best to create a different computer file for each version for outline.

For example: when save the first version give name “outline 1” first version then save a copy of the file, and give the copy a new name “outline 2“ The open file is now with copy with help to raise. If the first outline its remains unchanged , if any dissatisfied the way to second draft is one is progressing we have to discard it, and return to earlier draft.