Reverse outlines

Making an outline or skeleton of your draft text
Once you have completed a draft of an assignment, or a section of it, you can make an outline to help revise and restructure the text.
• Helps you to stand back and take an overview;
• Makes you think about how parts of a text are related;
• Can help you see if each paragraph is focused and clear;
• Helps to test if you are moving the overall argument on.

Reverse outlining in action
1 Print out your draft text with a wide margin.
2 Write in the topic(s) of each paragraph in this left-hand column.
   ? If the topic isn’t clear, why not?
3 Number each topic.
4 Write each of the topics on a numbered sticky note.

Next steps
Move your sticky notes around to get the best order for your line of reasoning.