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| **Using** **Reverse Outlines** |
| **1. Number each paragraph:** Start thinking of your text as a collection of ***paragraphs***. |
| **2. Identify the topic of each paragraph:** Focus your attention on paragraphs as vehicles for ***topics***; you can also make note of ***topic sentences*** and ***paragraph length***. |
| **3. Arrange these topics as a simple list:** Create a numbered ***list*** that honestly reflects the way you have articulated topics in your paragraphs. |
| **4. Analyze this list:** Observe the ***logic*** (what goes where) and ***proportionality*** (how much space it takes up) of your text’s structure. |
| **5. Rearrange this list into a revised outline:** Devise a better ***outline*** using this analysis; without the distraction of the full text, you can see what you are trying to say. |
| **6. Reorganize the text according to the revised outline:** Do a wholesale restructuring to create a ***new draft*** that reflects the improved outline. |
| **7. Check for topic sentences and paragraph coherence:** Perform a ***quick check*** to ensure that the new draft is one you can work with. |

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