

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