**Diagram**

The following are useful steps for developing a diagram to organize ideas for your essay.

* Get started by drawing a circle in the middle of a paper just big enough to write in.
* Inside your circle, write your essay topic.
* Now draw three or four lines out from your circle.
* At the end of each of lines, draw another circle just slightly smaller than the circle in the middle of the page.
* In each smaller circle, write a main idea about your topic, or point you want to make. If this is persuasive (argumentative) essay, then write down your arguments. If the object of the essay is to explain a process (expository), then write down a step in each circle. If your essay is intended to be informative or explain (analytical), write the major categories into which information can be divided.
* Now draw three more lines out from each circle containing a main idea.
* At the end of each of these lines, draw another circle.
* Finally, in each of these circles write down facts or information that help support the main idea.

*Write a diagram for an argumentative essay about why Imagine Prep should not have uniforms*

**Outline**

The following are useful steps for developing an outline to organize ideas for your essay.

* Take a page of paper and write your topic at the top.
* Now, down the left side of the page, under the topic, write Roman numerals I, II, and III, sequentially.
* Next to each Roman numeral, write the main points, or ideas, about your essay topic. If this is persuasive essay, write your arguments. If this an essay to inform, write the major categories into which information will be divided. If the purpose of your essay is to explain a process, write down each step of the process.
* Next, under each Roman numeral, write A, B, and C down the lefthand side of the page.
* Finally, next to each letter, under each Roman numeral, write the information and/or facts that support the main point or idea.

*Create an outline for an informative paper about Big Foot*