

## Thesis Statement

A **thesis statement** is a short statement that discusses assertions made in a written piece such as an essay or research paper. It usually appears in the first paragraph, and can be more than one sentence. Placing the thesis at the beginning of the written piece allows it to be explored and developed through the body of the work.

Some outline formats include the thesis statement as an introduction to the outline, while others use it as the first major point and final major point (usually reworded). **Ask your instructor about what s/he expects to see in your thesis statement.**

Depending on the assignment, there are three forms of thesis statement:

**Analytical** With an analytical thesis, an issue or idea is provided up front. Each component of the issue is then assessed for its value to the whole, and the evaluation presented to the audience.

**Expository (or Explanatory)** An idea or issue is stated in the thesis, and then carefully explained to the audience in the body of the paper.

**Argumentative** As its title suggests, an argumentative thesis argues a point, and the

accompanying paper presents evidence to justify it to the audience.



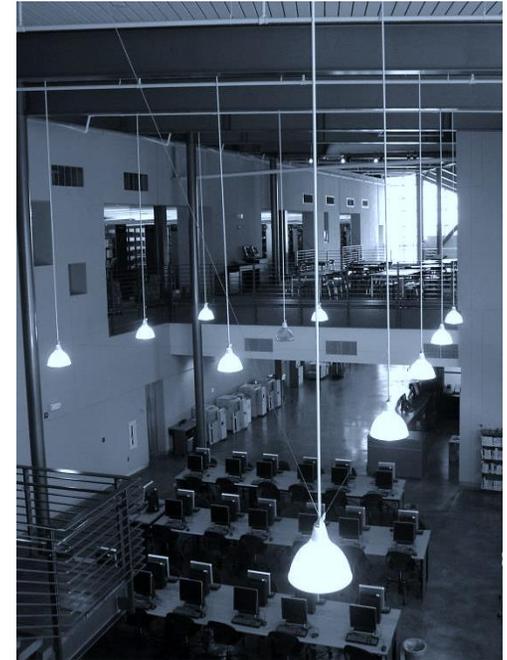
## LIBRARY HOURS

Monday – Thursday 7:30 am– 8:00 pm  
Friday 7:30 am–5:00 pm  
Saturday 10:00 am– 2:00 pm

*Hours differ during holidays and intersessions  
Call (909)384-4448 or check  
[library.valleycollege.edu](http://library.valleycollege.edu)  
for more information*



## How To Prepare An Outline



## San Bernardino Valley College LIBRARY

Visit the Library on the Web at:  
[library.valleycollege.edu](http://library.valleycollege.edu)

Adapted from materials located at

"How to write an outline." <http://www.albany.edu/eas/170/outline.htm>

"Types of outlines and samples." <https://owl.english.purdue.edu/owl/>

REV.1-29-19 mdm

## Why Start With an Outline?

- Outlining makes your writing stronger and more effective
- It helps you to create a unified presentation of all the ideas you've collected from your readings, notes, and/or discussions
- It helps to make sure related ideas are grouped together
- It presents a graphic arrangement of your ideas and allows you to check it over to make sure you've cover everything necessary to demonstrate your point of view

## How Do I Begin?

- Research your topic
- Take notes—these will be the basis for your outline and your paper
- Brainstorm all the points you want to make
- Group similar thoughts together and scale them down from major points or ideas to lesser points or ideas
- Work from general to specific, or from abstract to factual

### *Example of Outline Structure*

- I. First major point
  - A. Supporting idea
    1. First related sub-idea
    2. Second related sub-idea
  - B. Supporting idea
    1. First related sub-idea
    2. Second related sub-idea
      - a. Sub-idea
      - b. Sub-idea
      - c. Sub-idea
- II. Second major point
  - A. Supporting idea
  - B. Supporting idea
- III. Third major point

## General Outline Structure

- ♦ Major points are indicated with Roman numerals (I, II, III, etc.)
- ♦ Sub-points are indicated with indented capital letters (A, B, C, etc.), and lesser but related points are indicated with indented Arabic numbers (1, 2, 3, etc.)
- ♦ Logically, if you have an "A" in your outline, you need to have a "B"; if you have a "1," then you should have a "2," etc.



## Sample Outline

**Thesis statement:** Knowing how to use library information resources will make research faster and more productive

- I. Books: provide in-depth information on a given topic
  - A. Circulating books: three week loan period at SBVC, two week loan period at CHC
  - B. Reference books: can be used in-library only
  - C. Reserve books: loan periods vary from 1 hour to three weeks; may or may not leave the library
    1. Instructor Reserves: placed in the library by an instructor for student use
    2. Textbook Bank: current textbooks for in-library use only
- II. Periodicals: deliver comprehensive coverage of current topics and latest developments
  - A. Printed format: hard copy; regularly-issued; ready to read, photocopy, or use in the library only
    1. Academic journals: provide scholarly treatment of research and developments in a field of interest
      - a. Supported by and for a specific field of study
      - b. Contain scholarly research articles "peer reviewed" for quality by other experts before printing
    2. Magazines: offer wide-ranging topics in varying levels of depth and quality
      - a. Supported by advertising, subscriptions, and cover price
      - b. Articles written by staff or guest writers/editors
    3. Newspapers: carry news, informative articles, and advertising
      - a. Supported by advertising, subscriptions, and cover price
      - b. Published at regular intervals (e.g., daily, weekly, or monthly)
      - c. Issued on inexpensive paper stock
  - B. Online format: electronic access on computers or smart device
    - a. Limited or no access without paid subscription
    - b. Concurrent online access may be granted with print subscription
- III. Databases: online access to academic journals, magazines, newspapers, government documents, e-books, and more
  - A. Comprehensive databases: provide a wide variety of topics at varying levels of depth and scholarship
  - B. Subject-specific databases: include topics such as auto repair, business, nursing, philosophy, and psychology
  - C. Free to students in the library, in campus labs, and remotely via remote authentication access
- IV. Reference Librarians: expert researchers with advanced academic degrees available to assist you
  - A. In-person (Library Reference Desk)
  - B. E-mail (E-mail the Librarian)
  - C. Online (24/7 Chat Reference)