

HANDOUT HO 2-02-1

Three Part Outline

INFORMATION: The three-part outline is the basic framework for effective communication.

I. Introduction

- A. Attention
- B. Motivation
- C. Overview (State Main Points)

II. Body

A. Main point 1

- 1. Sub-point
- 2. Sub-point

**** Transition sentence from MP1 to MP2****

B. Main point 2

- 1. Sub-point
- 2. Sub-point

III. Conclusion

- A. Summary (Review Main Points)
- B. Remotivation
- C. Closing

NOTE: For all of your outlines, use SEA's Handouts as a guide. Use the *Publication Manual of the American Psychologist Association (APA)* and the SEA APA Student Sample (HO-2-02-7) provided for stylistic principles, citations, and formatting.