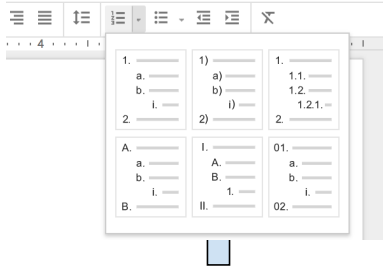## How to create an outline in a Google doc

1. Choose the number tool on the toolbar.

2. Select the bottom middle option for outline format using roman numerals.

3. Use the basic format provided below to guide you.

> **HELPFUL TIPS:**
> Each time you hit the **TAB** button it will go in (right) one level
> To go back to a new outer level (left) hit **RETURN**

```
Name                                          Last Name 1
Teacher
Course
Date
                    Title of Paper
    Thesis:


  I.    Main idea for body paragraph one (stated in complete sentence)
        A.  Specific Detail #1 (complete sentence)
              1.  Commentary
              2.  Commentary
        B.  Specific detail #2 (complete sentence)
              1.  Commentary
              2.  Commentary
  II.   Main idea for paragraph two (stated in complete sentence)
        A.  Specific Detail #1 (complete sentence)
              1.  Commentary
              2.  Commentary
        B.  Specific Detail #2 (complete sentence)
              1.  Commentary
              2.  Commentary
```

Complete this pattern until you have fully developed your comparative analysis essay

PLEASE NOTE: parenthetical citations ARE necessary in your outline! You'll be glad you did this when you go to write your paper.

How to Write a Comparative Analysis

Over the course of your academic career, you will be asked to write essays in which you compare and contrast two things: two characters, two texts, two events, etc. This type of paper lends itself to two basic options in organization.

- Text-by-text, where you discuss all of A and then all of B
- Point-by-Point, you alternate points about A with comparable points about B

Regardless of whether you choose a text-by-text or a point-by-point approach, the introduction of a comparative analysis essay should provide context for the comparison (see explanation below.)

How to approach your INTRODUCTION:
- **Provide a Frame of Reference** - The frame of reference is the context within you place each of the things you plan to compare/contrast. It may be anything from an idea to a theme, a problem, or a question.
- **Grounds for Comparison** - Assert your rationale for the comparison of A and B.
- **Thesis** - Your thesis will need to address both A and B in relation to one another. This is the heart of the comparative analysis essay, and it will serve as the argument you intend to prove. Your introduction should include your frame of reference , grounds for comparison, and then end with your thesis.

> Use the space below to construct your working thesis:
>
> _____
> _____
> _____
> _____
> _____
> _____
> _____
> _____
> _____
> _____

* Even though a comparison analysis will be providing support for how two things are both "similar and different," PLEASE avoid saying it that simply. Put specific elements to both.