

Training Essentials: Standard, Five-Paragraph Outline

Purpose: Learn the Five-Paragraph Outline Method

Objectives: Upon completion of this lesson you will be able to...

1. Identify the elements and components of a five-paragraph outline.
2. Properly arrange the elements and components of a five-paragraph outline.
3. Prepare an outline using the five-paragraph method.

Introduction:

The Five-Paragraph outline is simple. It consists of simple elements with simple components simply arranged.

Main Body:

The Five-Paragraph Outline consists of **three main elements:**

1. Introduction
2. Main Body
3. Closing

These main elements, in turn, each having multiple **components:**

1. Introduction
 - a. **Thesis statement** (Main Idea)
 - b. **Supporting Ideas** (Ideas supporting the thesis)
2. Main Body
 - a. 1st Supporting Idea (Reasoned Support for Thesis)
 - b. 2nd Supporting Idea (Reasoned Support for Thesis)
 - c. 3rd Supporting Idea (Reasoned Support for Thesis)
3. Closing
 - a. **Summary** (Brief restatement of reasoned support)
 - b. **Conclusion** (Restatement of Thesis as Proved)

These elements and their components are arranged into a **Five-Paragraph format:**

1. Introduction
 - Thesis statement
 - Supporting Ideas
2. 1st Supporting Idea
3. 2nd Supporting Idea
4. 3rd Supporting Idea
5. Closing:
 - Summary of Supporting Ideas
 - Conclusion

By simply arranging just three simple elements and a few simple components we can prepare a simple, Five-Paragraph Outline.

[Example:]

The sample outline and article below demonstrate how a Five-Paragraph Outline may be applied as the framework for a simple document.

Five-Paragraph Outline:

1. Introduction:
 - a. Thesis Statement: The 5P outline is simple, effective, flexible
 - b. Supporting Ideas:
 - i. Sermon framework
 - ii. Informative document
 - iii. Training/presentation
2. 1st Supporting Idea: Simple organization for sermon
3. 2nd Supporting Idea: Effective for information sharing
4. 3rd Supporting Idea: Flexible for training/presentations
5. Closing
 - a. Summary:
 - i. Ideal organization for sermon
 - ii. Valuable for information sharing
 - iii. Easy for scripting training/presentations
 - b. Conclusion: 5P outline is simple, effective, flexible

Article derived from the above outline:

The five-paragraph outline is a simple, effective, flexible method for sharing information. It works well as a framework for a sermon. It can be applied easily to a written instructional document. It is also well-suited to any training or presentation application.

As anyone knows who has ever given a sermon, organization is essential. The five-paragraph outline is a simple technique, ideal for teaching a key spiritual truth with three supporting scriptures.

This lesson outline, itself, stands as clear evidence of the value of the five-paragraph method. It is a very effective example, prepared by applying that exact technique.

The five-paragraph outline is flexible enough that it can be used easily as the core of a video script or as a guide in conducting a training or business presentation on any subject for any audience.

Whether as an ideal way to organize a sermon, a valuable tool in written communication or an easy way to script a presentation, the five-paragraph outline is a simple, effective, flexible method for sharing information.