Formal Three-Part Outline:
Introduction, Body and Conclusion

The traditional outline has three sections: introduction, body, and conclusion. The basic model looks like this:

Title

I. Introduction
   A. The background
   B. The thesis statement

II. Body
   A. First major category of support
      1. Supporting detail
      2. Supporting detail
      3. Supporting detail
   B. Second major category of support
      1. Supporting detail
      2. Supporting detail
   C. Third major category of support
      1. Supporting detail
      2. Supporting detail

III. Conclusion
   A. Review of the major categories of support

The answer, solution, or final option

Example:

Alcohol Testing for Mass Transportation Employees

I. Congress mandates testing for transportation employees
   A. Background on why
   B. Explanation of new policy

II. How and why alcohol testing is used
   A. Circumstances for Alcohol Testing
      1. Pre-employment
      2. Post-accident
3. Reasonable suspicion
4. Random
5. Return to duty/follow-up testing

B. Method of Alcohol Testing
   1. Blood
   2. Urine
   3. Breath
   4. Performance

C. Options for Alcohol Abusers
   1. Retesting
   2. Treatment
   3. Termination of employment

III. Conclusion
    A.
    B.