Title

Specific Purpose:

Central Idea:

Introduction

I. This is sentence.

 A. This is a subpoint.

 1. This is a sub-subpoint.

 2. This is a sub-subpoint.

 a. This is a sub-sub-subpoint.

 b. This is a sub-sub-subpoint.

 B. This is a subpoint.

II. This is a sentence.

 A. This a subpoint.

 1. This is a sub-subpoint.

 2. This is a sub-subpoint.

 a. This is a sub-subpoint.

 b. This is a sub-subpoint.

 (Transition: )

Body

I. This is a main point.

 A. This is a subpoint.

 1. This is a subpoint.

 2. This is a sub-subpoint.

 a. This is a sub-sub-subpoint.

 b. This is a sub-sub-subpoint.

 B. This is a subpoint.

Conclusion

I. This is a main point.

 A. This is a subpoint.

 1. This is a subpoint.

 2. This is a sub-subpoint.

 a. This is a sub-sub-subpoint.

 b. This is a sub-sub-subpoint.

 B. This is a subpoint.

II. This is a main point.

In order for this template to work, you must turn some things off in Word. Here is what you do:

1. Click on the File tab at the top of the screen.

2. Click on Options found in the left margin at the bottom.

3. Click on Proofing in the left margin of the window.

4. Click on the AutoCorrect Options.

5. Click on the AutoFormat As You Type tab.

6. Turn off Automatic bulleted lists and Automatic numbered lists.

7. Click on the AutoFormat tab.

8. Turn off Automatic bulleted lists.

9. Click OK to leave the window.

10. Click OK to leave the last window.

11. Return to the template.