

PROBLEM / SOLUTION OUTLINE STRUCTURE

Step 1	The Immediate Cause for Discussion (Attention Getter)
Step 2	The Origin & History of the Question (The Problem)
Step 3	Definition of Terms (if needed)
Step 4	Restatement of the Question
Step 5	Exclusion of Irrelevant Material
Step 6	Statement of Relevant Material
Step 7	Describe the Problem Areas <ul style="list-style-type: none">- Presentation, Analysis, & Support of Each ISSUE- most of your “main points” and research will be here
Step 8	Describe Solutions <ul style="list-style-type: none">- Presentation, Analysis, & Support for TWO Possible Solutions- must have at least 2 and should use research here as well typically)
Step 9	Summary of Contentions