

Guidelines for Constructing a Formal Outline

1. Head the outline with class information and the title of the paper. (No page numbers on an outline.)
2. Make items at the same level of generality as parallel as possible. (See parallel constructions in the handbook.)
3. Use complete sentences.
4. Use the conventional system of numbers and letters for the levels of generality.
 - I. Section 1 (Begin with the body, not the introduction.)
 - A. Major Point 1
 - B. Major Point 2
 1. General evidence 1
 2. General evidence 2
 - a. Specific evidence 1
 - b. Specific evidence 2
 - II. Section 2
5. Limit the number of major sections in the outline: if the list of Roman numerals begins to look like a laundry list, find some way of clustering the items into a few major categories with more subcategories.
6. Be flexible: in other words, be prepared to change your outline as your drafts evolve.

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Online Monitoring:

A Threat to Employee Privacy in the Wired Workplace

Thesis: Although companies often have legitimate concerns that lead them to monitor employees' Internet usage—from expensive security breaches to reduced productivity—the benefits of electronic surveillance are outweighed by its costs to employees' privacy and autonomy.p1,end

I. Although employers have always monitored employees, electronic surveillance is more efficient.p2,1

A. Employers can gather data in large quantities.p2,3

B. Electronic surveillance can be continuous.p2,5

C. Electronic surveillance can be conducted secretly, with keystroke logging programs.p3,1-2

II. Some experts argue that employers have legitimate reasons to monitor employees' Internet usage.p4,1

A. Unmonitored employees could accidentally breach security.p4,2

B. Companies are legally accountable for online actions of employees.p4,4

III. Despite valid concerns, employers should value employee morale and autonomy and avoid creating an atmosphere of distrust.p5,1-2

A. Setting the boundaries for employee autonomy is difficult in the wired workplace.p6,1

1. Using the Internet is the most popular way of wasting time at work.p6,3

2. Employers can't tell easily if employees are working or surfing the Web.p6,4-5

B. Surveillance can create resentment among employees.p7,1

1. Web surfing can relieve stress, and restricting it can generate tension between managers and workers.p7,2

2. Enforcing Internet usage can seem arbitrary.p7,3

IV. Surveillance may not increase employee productivity, and trust may benefit it.p8,1

A. It shouldn't matter to the company how many hours salaried employees work as long as they get the job done.p8,2

B. Casual Internet use can actually benefit companies.p8,3

1. The Internet may spark business ideas.p8,4

2. The Internet may suggest ideas about how to operate more efficiently.p8,4

V. Employees' rights to privacy are not well defined by the law.p9,1

A. Few federal guidelines exist on electronic
surveillance.p9,3

B. Employers and employees are negotiating the boundaries
without legal guidance.p9,5

C. As technological capabilities increase, there will be an
increased need to define boundaries.p9,6

(Hacker, Diana. A Writer's Reference. 6th ed. Boston:
Bedford/St. Martin's, 2007.12-13 and 408-412.)