

## Prospectus

A prospectus or outline is a proposal of what you expect to cover in your paper. It includes a bibliography or list of the sources you plan to use in your paper. It can also include the manner in which you plan to conduct your research (the steps/timeline). Sometimes the prospectus is a narrative report or overview of the project.

- Write your thesis statement which includes the scope of your topic and the viewpoint which you will take.
- Write an outline which is more detailed than
  - I. Introduction
  - II. Body
  - III. Conclusion

For example:

- I. What are the responsibilities of this field of study?
  - II. What skills are required?
  - III. What problems are faced?
  - IV. Who are the clientele ? How do the demographics of the population affect the field?
- Let the questions lead your research.
  - Then after your preliminary research, restructure your outline to show what you plan to cover in your written report.
    - I. Responsibilities
      - A.
      - B.
      - C.
    - II. Skills
      - A.
      - B.
      - C.

and so on

- The outline should be detailed enough to show you have a plan. However, since you have not completed your research, it will probably not give specifics.