

Sample Outline for an MLA Paper (Orlov)

<p>Anna Orlov Professor Willis English 101 17 March 2000</p>	<p>Orlov 1</p>	<p>Header includes writer's name, instructor, course, and date.</p>
<p style="text-align: center;">Outline Online Monitoring: A Threat to Employee Privacy in the Wired Workplace</p>		<p>Word "Outline" and title, centered.</p>
<p>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.</p>		<p>Outline begins with Orlov's thesis.</p>
<p>I. Although employers have always monitored employees, electronic surveillance is more efficient.</p> <p>A. Employers can gather data in large quantities.</p> <p>B. Electronic surveillance can be continuous.</p> <p>C. Electronic surveillance can be conducted secretly, with keystroke logging programs.</p> <p>II. Some experts argue that employers have legitimate reasons to monitor employees' Internet usage.</p> <p>A. Unmonitored employees could accidentally breach security.</p> <p>B. Companies are legally accountable for the online actions of employees.</p> <p>III. Despite valid concerns, employers should value employee morale and autonomy and avoid creating an atmosphere of distrust.</p>		<p>Outline uses standard format and is written in complete sentences.</p>

Marginal annotations indicate **MLA-style formatting** and **effective writing**.

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Mark Steyvers



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