

BASIC ESSAY OUTLINE FORM

INTRODUCTION

- I. Attention getter
- II. Statement of thesis
- III. Indication of structural progression
(transition)

BODY

- I. First main point
 - A. Support for first main point
 - B. Support for first main point, etc.
(transition)
- II. Second Main point
 - A. Support for second main point
 - B. Support for second main point, etc.
(transition)
- III. Third main point
 - A. Support for third main point
 - B. Support for third main point, etc.
(transition)

check

Capitals

Verbs

Spacing

Tabs

Headings

Footnote

Script quotes

double
line words
line lines
line paragraphs

Spelling

Grammar

CONCLUSION

- I. Summary of main point/restatement of thesis
- II. Closing statement - "clincher"

(repeat as often as necessary)

- Thereafter, the tenant shall pay the landlord \$ _____ per [week, fortnight, month, _____] commencing on ____ / ____ /00 until the total compensation is paid.
- [or]
- The tenant shall pay the landlord the compensation ordered at the rate of \$ _____ per [week/fortnight/month/_____] commencing on ____ / ____ /00 until the total compensation is paid.
- If the tenant fails to comply with the order for payment the whole of the amount then owing shall be payable immediately.

(Further compliance order under section 212(1)(c)) (*Application under section 209 – continuing tenancy*)

- The tenant shall refrain from committing a breach similar to the [breach/breaches] committed, being – *[Insert details of breach]*.
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(Where both L and T awarded compensation)

(Use following paragraph if L and T both awarded compensation)

- Combining the above order for payment with that made by the Tribunal in proceeding number _____, the net compensation, payable by the landlord/tenant to the landlord/tenant [on ____ / ____ /00 [or] on or before ____ / ____ /00 [or] in accordance with this order (*use this where make installment orders*)], is \$ _____

(Renewal)

- The application may be renewed by either party giving the principal registrar notice in writing before [any Member [or] _____ insert name of Member], [Member/Senior Member/Deputy President] of the Victorian Civil and Administrative Tribunal [if available].
- If the application is not renewed on or before ____ / ____ /00 it shall be considered withdrawn.

***** (Mandatory warning in continuing tenancy)**

(The following paragraph is mandatory where compensation or compliance order is made against a tenant – ie. in a continuing tenancy).

Warning to tenant under section 212(4) of the *Residential Tenancies Act 1997*:

If you do not comply with this order you may be given notice to vacate the rented premises.
