

Person Description Outline Template

Purpose: This template guides you through writing a descriptive essay about a person. It helps organize observations, sensory details, and anecdotes to create a vivid, authentic portrait.

I. Introduction

Goal: Introduce your subject and give readers a reason to care. Set the tone and hint at what makes this person interesting or unique.

- **Hook/Opening Sentence:**
(Example prompt: Start with a striking image, action, or memory of the person.)
Notes: _____
 - **Subject Identification:**
(Who is this person? Relationship to you? Why are you describing them?)
Notes: _____
 - **Thesis / Central Impression:**
(What is the central idea or impression you want readers to take away about this person?)
Notes: _____
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II. Physical Appearance

Goal: Describe the person's physical traits in a way that reveals character, mood, or habits rather than just listing features.

- **Distinctive Features:**
(Eyes, hair, facial structure, posture, scars, or other memorable traits)
Notes: _____
 - **Clothing and Style:**
(How they dress; what their choices reveal about personality, values, or history)
Notes: _____
 - **Movement and Body Language:**
(Gait, gestures, habits, posture—how they move through space and interact physically with their environment)
Notes: _____
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III. Actions and Behaviors

Goal: Show character through what they do and how they behave in various situations.

- **Routine or Habitual Actions:**
(Daily habits or repeated behaviors that reveal personality)
Notes: _____
 - **Significant Actions:**
(Moments of decision-making, kindness, humor, or conflict that define them)
Notes: _____
 - **Micro-Expressions or Small Gestures:**
(Fidgeting, facial expressions, or gestures that hint at inner thoughts or emotions)
Notes: _____
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IV. Speech and Voice

Goal: Convey personality through the way they speak, word choice, tone, and interaction style.

- **Vocabulary and Style:**
(Formal, casual, precise, rambling—how this reflects personality)
Notes: _____
 - **Tone and Emotions:**
(Humorous, sarcastic, gentle, authoritative—how they express feelings verbally)
Notes: _____
 - **Distinctive Phrases or Speech Patterns:**
(Repeated sayings, accents, or idiosyncrasies that make their voice unique)
Notes: _____
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V. Relationships and Context

Goal: Show how the person interacts with others and responds to different situations to reveal deeper character traits.

- **Interaction with Family / Friends / Colleagues:**
Notes: _____
- **Response to Conflict or Challenge:**
Notes: _____
- **Behavior in Different Contexts:**
(At home, at work, in public—how context changes their behavior)
Notes: _____
- **Contradictions and Complexity:**
(Any traits or behaviors that seem contradictory but make them more real)
Notes: _____

VI. Specific Memories or Anecdotes

Goal: Include one or more brief stories that exemplify the person's character vividly.

- **Memory / Event 1:**

Notes: _____

- **Memory / Event 2:**

Notes: _____

(Add more as needed. Focus on showing character, not just recounting events.)

VII. Sensory Details

Goal: Engage readers' senses to make the person come alive on the page.

- **Sight:** *(Colors, clothing, facial expressions)*

Notes: _____

- **Sound:** *(Voice, laughter, sighs, footsteps)*

Notes: _____

- **Smell:** *(Perfume, tobacco, food, environment)*

Notes: _____

- **Touch / Texture:** *(Handshakes, hugs, worn objects, skin, hair)*

Notes: _____

- **Taste (if relevant):** *(Foods associated with them or their habits)*

Notes: _____

VIII. Conclusion

Goal: Reinforce your central impression and reflect on why this person matters to you or what they teach.

- **Summary of Character:**

Notes: _____

- **Impact on You or Others:**

Notes: _____

- **Closing Thought / Lasting Impression:**

(Leave readers with a vivid image, insight, or feeling about this person.)

Notes: _____
