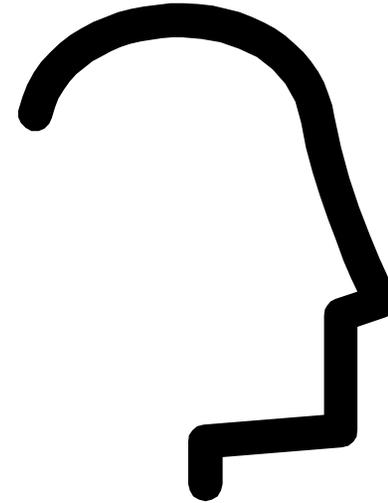


Outline on Outlining

- I. Definition of an Outline
 - A. Description of paper
 - B. Summary of paper
 - 1. Pattern of paper
 - 2. Design of paper
 - E. Ideas behind paper
- II. Purpose of Outlining
 - A. Organization of ideas
 - B. Presentation in logical form
 - C. Relationship of ideas
 - D. Overview of writing
 - E. Creation of boundaries and groups
- III. Process of Outlining
 - A. Determine purpose and audience
 - B. Brainstorm all ideas
 - C. Organize ideas in groups
 - D. Order groups in sequence
 - E. Label groups with headings
- IV. Theory of Outlining
 - A. Parallelism
 - B. Coordination
 - C. Subordination
 - D. Division
- V. Forms of Outlining
 - A. Sentences
 - B. Topics

Outlines



I. Defining an Outline

- A. Summary of your paper
- B. General description of your paper
 - 1. Pattern of paper
 - 2. Design of paper
- C. The logical thinking behind your paper

II. Forms of Outlining

- A. A **sentence** outline (see IV) uses complete sentences for entries and uses correct punctuation.
 - 1. In this outline, sub sections (A, B, C, D, and E) are all done in sentences.
 - 2. Any sub sub-sections (1, 2, and 3) are also done in sentences.
- B. A **topic** outline uses words or phrases for all entries and uses no punctuation after entries.
 - 1. In this outline, the major sections are done as topics.
 - 2. The section in this handout identified as “Outline on Outlining” (see back) is done in all topics.

III. Theory of Outlining Shows Order.

- A. **Parallelism** in the structure of an outline is desirable.
 - 1. Have each section start with a sentence (see IV).
 - 2. Have each section start with a verb (see V).
 - 3. Have each section start with a noun (see back I and II).
- B. **Coordination** creates a consistent paper.
 - 1. Sections with capital Roman numerals are equal.
 - 2. All sections that begin with capital letters are equal.
 - 3. Sections that begin with numbers are equal.
- C. **Subordination** identifies major and minor ideas.
 - 1. You should order ideas from general to specific.
 - 2. You should order ideas abstract to concrete.
- D. **Division** requires there always be at least two parts.
 - 1. There cannot be an A unless there is a B.
 - 2. There cannot be a 1 unless there is a 2.

IV. Outlining Has Many Purposes.

- A. An outline helps organize your ideas.
- B. Outlines help present your material in a logical form.
- C. An outline helps show the relationship among your ideas.
- D. An outline helps build an ordered overview of your writing.
- E. Outlines help to define the boundaries and groups.

V. Process of Outlining

- A. **Determine** the purpose and audience of your paper
- B. **Brainstorm** all the ideas you want to include
- C. **Organize** the ideas by grouping like ones together
- D. **Order** the groups of ideas in a logical sequence
- E. **Label** groups of ideas with main and sub headings

