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

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