

## OUTLINING

OUTLINES CAN HELP YOU ORGANIZE YOUR IDEAS. YOU MIGHT USE AN OUTLINE TO PLAN A SPEECH, COMPOSITION OR TERM PAPER. YOU ALSO MIGHT USE AN INFORMAL OUTLINE TO TAKE NOTES.

### formal

A **formal outline** lists the main points of a topic and shows the relative importance of each and the order in which these points are presented. It also shows the relationships among them.

*Formal Outline Format:*

- I.
- A.
  - B.
- 1.
- 2.
- a.
- (1)
  - (2)
- (a)
- (b)

II.

No new subdivision should be started unless there are at least two points to be listed in the new division. This means that each *I* must have a 2; each *a* must have a *b*. Formal outlines may be either a **sentence outline** or a **topic outline**.

A **sentence outline** uses a complete sentence for each point and subpoint. A **topic outline** uses words or phrases for each point and subpoint.

### informal

**Informal outlines** use as few words as possible. Supporting details are written below each heading. Numerals, letters, or dashes may be used. Informal outlines are especially useful for taking notes.

→ Here is an example of a *informal outline*.

- I. How lightning occurs
- cloud's particles collide and become electrically charged
  - positively and negatively charged particles separate
  - positively charged particles in cloud collide with negatively charged particles in ground
- II. Lightning
- forked
  - streak
  - ribbon
  - bead or chain
  - ball

# REVIEW ONLY

## School Datebooks



# DO NOT SUBMIT FOR PRINT

→ Here is an example of a *topic outline*.

Thesis or Introductory Statement

- I. Gasoline shortage
- A. Long lines
  - B. Gas "rationing"
- II. Voluntary energy conservation
- A. Gasoline
  - B. Electricity
  - C. Home heating fuel
- III. Forced energy conservation
- A. Fuel allocation
  - B. Speed limit
  - C. Airline flights
  - D. Christmas lighting
- Conclusion

