

Outlining

GRADES 5-8

REM 134

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INTRODUCTION

Outlining is designed to help students develop an understanding of what outlines are, the structure of an outline, and the purpose of each component. The book also illustrates the value of using outlines as a study aid and a systematic way to organize material.

The activity pages lead students, step-by-step, through the outlining process, providing lots of practice with each new concept. They examine prepared outlines, complete partial outlines, and create their own outlines from information provided.

Students also are asked to compose single paragraphs and longer reports from given, outlined notes.

Upon completion of *Outlining*, students should be able to:

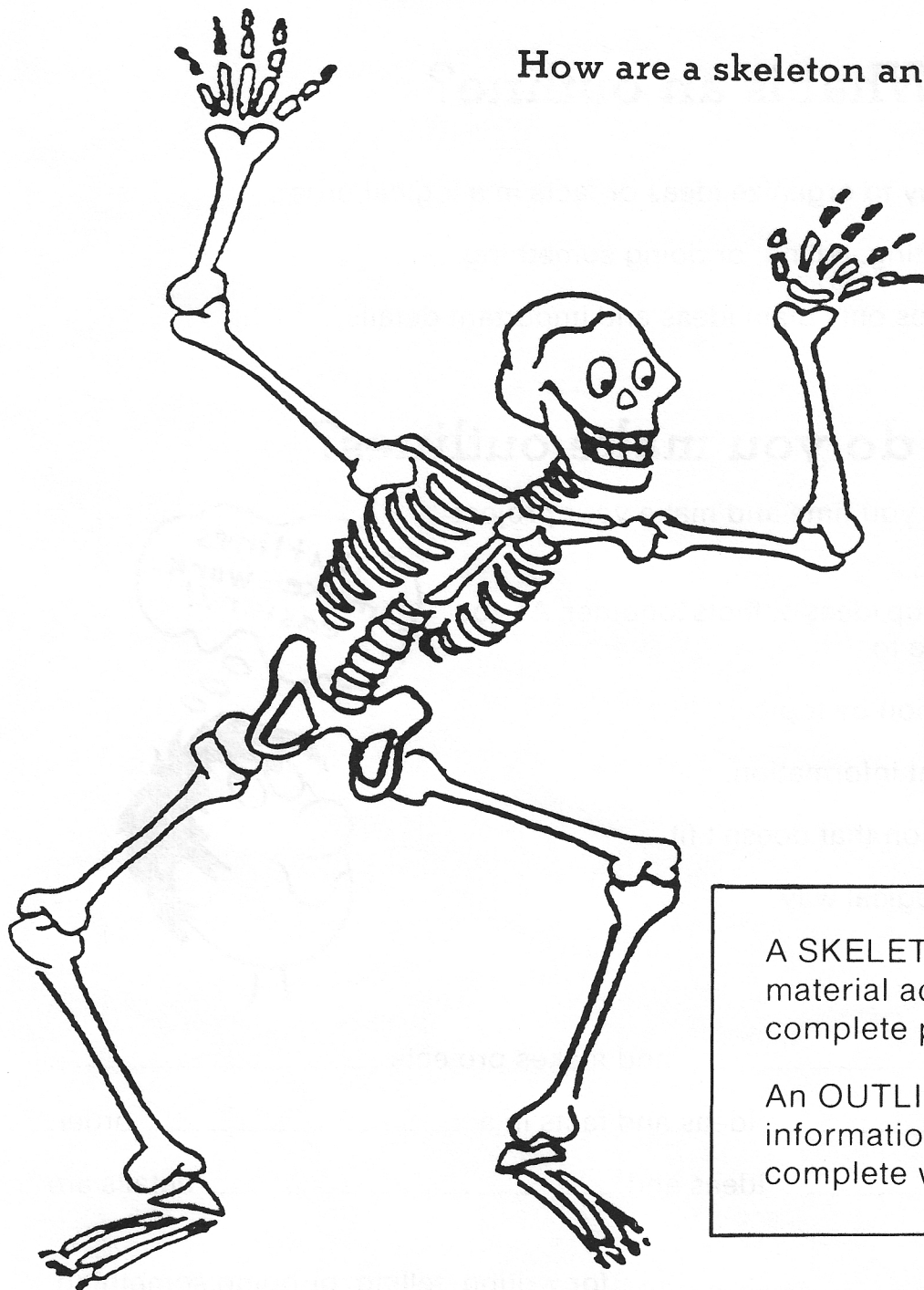
- Identify the parts of an outline
- Use accurate outline form and punctuation
- Complete an outline of multiple-paragraph length
- Compose a short report based on a given outline
- Name at least three uses of an outline

The reproducible pages in this book allow teachers the flexibility of meeting student needs for extra practice or advancing as skills are mastered. *Outlining* may be used as a teaching unit in itself or as a supplement to enrich or remediate the standard curriculum coverage of this material.

The last page may be used as a small poster. It shows students the basic structure and punctuation of outlines. You may find it helpful to post this page for ready reference as they work to improve their outlining skills.

Outlining

How are a skeleton and an outline alike?



A SKELETON
gives shape to a
person or thing.

An OUTLINE
gives shape to
ideas and facts.

A SKELETON needs other
material added to it to make a
complete person or thing.

An OUTLINE needs other
information added to it to make a
complete written or oral report.

A SKELETON supports a
person or thing.

An OUTLINE supports a
written or oral project.

A SKELETON is the "bare
bones" of a person or
thing.

An OUTLINE is the "bare
bones" of a written or
oral project.

What is an outline?

An outline is a way to organize ideas or facts in a logical order.

It is a plan for writing, telling, or doing something.

An outline includes only main ideas and important details.

Why do you make outlines?

Making an outline will save you time and make your project easier and better.

To make an outline, you group ideas or facts together. As you group them, you will be able to:

- Organize your information by topic.
- Include all the important information.
- Leave out any information that doesn't fit.
- Plan your project in a logical way.



Fill in the blanks:

1. An outline saves _____ and makes projects _____.
2. An outline _____ ideas and facts in a _____ order.
3. Only _____ ideas and _____ details are included in an outline.
4. An outline is a _____ for writing, telling, or doing something.
5. You group ideas to:
 - a) Organize information by _____.
 - b) _____ useless information.
 - c) Include only _____ information.
 - d) Plan in a _____ way.

Name _____

What are the parts of an outline?

An outline may have 4 parts:

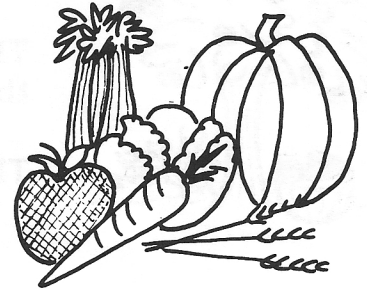
Title: **Food from Plants**

The TITLE tells you what the outline is about.

Main Topic: **Food from Plants**

- I. Fruits**
- II. Vegetables**
- III. Grains**

The MAIN TOPICS tell the main idea of EACH paragraph you plan to write or tell about.



A Roman numeral (**I, II, III**) goes before each main topic.

A period follows each Roman numeral.

A main topic always begins with a capital letter.

Here is a sample outline. Use it to answer the questions.

Television Programs

- I. Game shows**
- II. Sports programs**
- III. Detective shows**



1. What is the title of the outline? _____
2. What does the title tell? _____
3. What are the main topics in the outline? _____

4. What two things are used before each main topic?

5. How many paragraphs are planned for this report? _____

What are the parts of an outline?

Subtopic:

Food from Plants

- I. Fruit
 - A. Citrus
 - B. Berries
- II. Vegetables
- III. Grains



The **SUBTOPIC** explains or gives more information about the main topic.

The subtopic:

- Is indented (moved in)
- Is placed directly under the main topic it explains
- Follows a capital letter and a period
- Always begins with a capital letter

Subtopics may be:

single words or phrases

OR

complete sentences

Food from Plants

- I. Fruits
 - A. Citrus
 - B. Berries
- II. Vegetables
- III. Grains

Food from Plants

- I. Fruits
 - A. Some fruits grow on trees.
 - B. Other fruits grow on bushes.
- II. Vegetables
- III. Grains

DO NOT MIX single words and complete sentences. Use one or the other in an outline.

Use the sample outline below to answer the questions.

Television Programs

- I. Game shows
 - A. Daytime
 - B. Evening
- II. Sports programs
 - A. Regular events
 - B. Special competitions
- III. Detective shows

1. What will the first paragraph be about?

2. What are the subtopics for Game Shows?

3. How many subtopics are there for Sports Programs?
