

# OUTLINING

REM 1134A

A TEACHING RESOURCE FROM...



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# INTRODUCTION

An important skill when writing stories, reports, and other kinds of compositions is knowing how to outline the content before the actual writing begins. Having the subject matter organized in a logical order according to main ideas, supporting ideas, and details provides a writing guide that will result in a well-thought-out and well-written paper. As students learn this helpful skill, they will recognize how it saves time, avoids revisions and rewrites, and makes the whole process of writing easier.

**Outlining** provides step-by-step formats that show how an outline is developed. It starts with choosing a title, goes on to sequencing main topics, and advances to the adding of subtopics and then details.

This book was designed for use in grades 3-4.

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Name \_\_\_\_\_

## WHAT IS AN OUTLINE?

An outline is a written plan that organizes ideas or facts in a logical order. We often use an outline to help us write a story or a report.

### Title

The first part of an outline is the title. It tells what the outline is about. The title is written at the top of the page.

### How To Make a Kite

**Look at the pictures. Think of a title for an outline about each one. Write the title above each picture.**



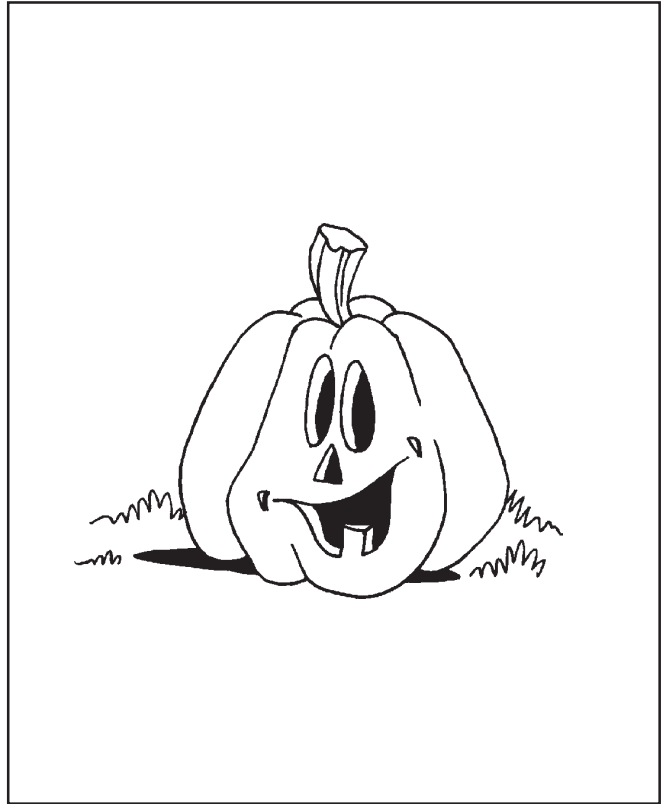
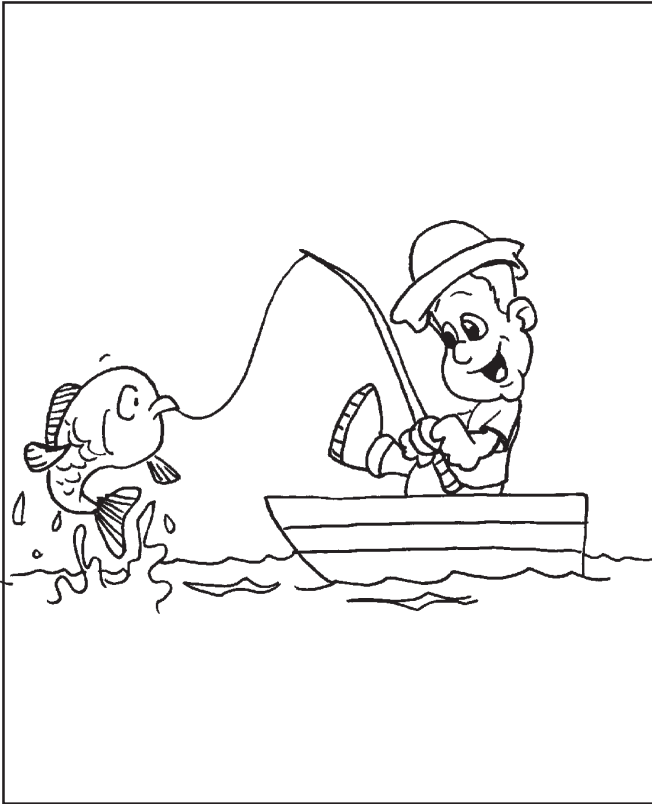
Name \_\_\_\_\_

## OUTLINE TITLES

Write an outline title for each picture.

\_\_\_\_\_

\_\_\_\_\_



Write a title for an outline that tells about your pet.

\_\_\_\_\_

Write a title for an outline that tells how to make something.

\_\_\_\_\_

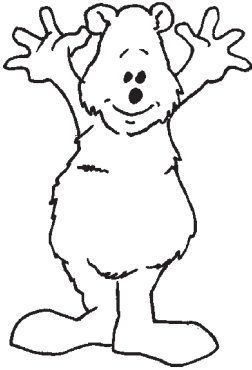
Write a title for an outline that tells about something in the sky.

\_\_\_\_\_

Name \_\_\_\_\_

## MAIN TOPIC

After the title, an outline shows the main topics. Main topics tell what the main idea of each paragraph is about.



### Bears

- I. Black bear
- II. Grizzly bear
- III. Polar bear



A Roman numeral (I, II, III) is used to number each main topic.  
A period is put after each Roman numeral.  
A main topic begins with a capital letter.

**Write the main topics in the correct order.**

### A Butterfly is Born

_____	_____
_____	_____
_____	_____
_____	_____

- II. Turns into a caterpillar
- IV. Butterfly comes out
- I. Begins as an egg
- III. Pupa is formed



Name \_\_\_\_\_

## MAIN TOPIC

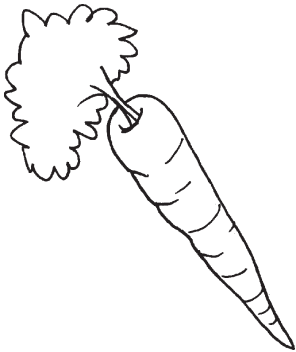
Find the main topics for each outline in the box below. Write them on the outlines. Remember to use capital letters.



Farm Animals

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_

Vegetables



_____	_____
_____	_____
_____	_____
_____	_____

TV Programs

_____	_____
_____	_____
_____	_____
_____	_____

news  
movies

pig  
carrots

beans  
horse

potatoes  
sports

cow  
peas

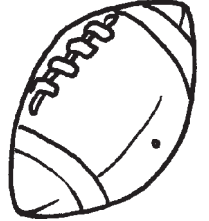
I.    II.    III.    IV.

Name \_\_\_\_\_

## TITLE AND MAIN TOPICS

Read each group of words. Decide which is the title and which are the main topics. Write them on the outline.

1.    baseball    sports    football    hockey



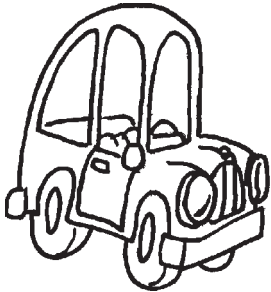
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.    airplane    automobile    transportation    train



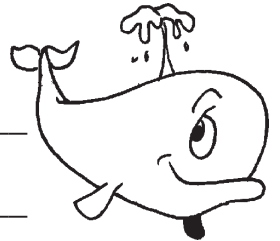
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3.    sea animals    blue whale    shark    sea horse    stringray



\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I.	II.	III.	IV.
----	-----	------	-----