

Chesapeake College
Academic Support Center

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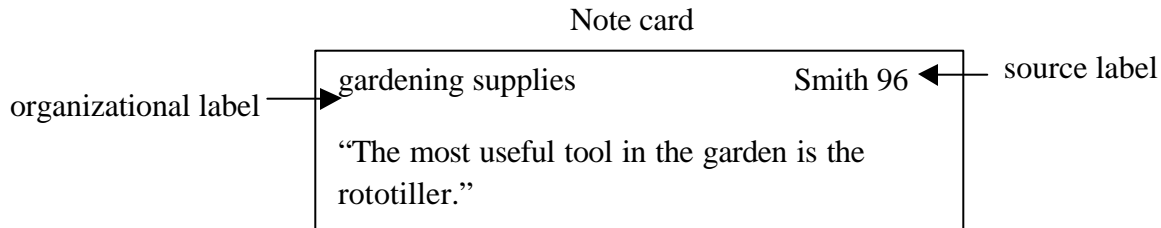
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Outlining

PURPOSE OF AN OUTLINE: **To define the purpose of the paper**
 To organize notes logically
 To develop ideas in an orderly fashion

AN OUTLINE IS A ROAD MAP

You can use the organizational labels from your note cards as headings and subheadings in the initial outline.



Since an outline is a system of dividing information into sections, you must have at least two parts, for example:

- | | | |
|-----------|-----------------|------------|
| I. | requires | II. |
| A. | requires | B. |
| 1. | requires | 2. |
| a. | requires | b. |

Capitalize the first word of each heading and subheading, as well as any proper nouns. The computer program will automatically create the proper outline spacing, if you use the NUMBERING ICON on the FORMATTING toolbar to insert the numbering system. Academic Support Center staff members will assist you in using this software feature.

Your initial outline is tentative and will evolve as you write the paper. The final outline should reflect what is actually in the paper. Expect to make revisions.

Arrange the material in a logical sequence. Here are some possibilities:

- chronological
- spatial
- reasons for and against
- problem-cause-solution
- causes and effects
- comparisons or contrasts
- simple to complex
- most familiar to least familiar
- sequence of priorities

(or use a combination of sequences)

TWO KINDS OF OUTLINES:

TOPIC

- I. Setting up a flower garden
 - A. Supplies
 - 1. Rototiller
 - 2. Seeds
 - 3. Bedding plants
 - 4. Fertilizer
 - B. Location
 - 1. Sunny or shaded
 - 2. Nearby water supply

SENTENCE

- I. Consider the supplies and location needed to set up a flower garden.
 - A. Having the right supplies on hand makes setting up the flower garden easier.
 - 1. A rototiller is one of the most useful tools.
 - 2. Select seeds for plants that can be grown easily.
 - 3. Select bedding plants for varieties that are difficult to grow from seed.
 - 4. Consult the local Extension Office for the best kind of fertilizer for your soil type.
 - B. After deciding on the kind of plants you want, consider the best location.
 - 1. Do the plants need a sunny or shaded location?
 - 2. Is there a water supply nearby or will water have to be moved to the site?

Use either an all topic or an all sentence format. Do not mix sentences and topics in one outline.

GOAL: To organize the material in the clearest, most logical way for the reader to understand and remember