

## Lesson #25

### Outlining

Creating an **outline** is an excellent way to organize your notes and a great first step to writing a report. Once you learn the basic format of outlining, you will be able to use it throughout your lifetime. An outline is about moving from broad to specific. Under the title, you begin with a broad category or idea. Indented below the broad idea is a more specific heading or a supporting detail. Depending on what you are outlining, there is no limit to the number of ideas or details that can be included. To be efficient, use phrases rather than sentences when outlining.

Here's an example of a very basic outline format:

**Landforms** (title)

- I. Oceans (Roman numeral identifies broad category)
  - A. Pacific - largest (capital letters A & B label supporting details about main point)
  - B. Atlantic - second largest (second supporting detail)
- II. Mountain Ranges (second broad category)
  - A. Himalayas (supporting detail for main point two)
  - B. Karakoram (another supporting detail)
    - 1. holds largest glaciers (sub-point about the supporting detail)
    - 2. borders India (another sub-point)
- III. Deserts (third broad category)
  - A. Sahara - largest (supporting detail)
  - B. Atacama - driest (second supporting detail)

(Note: This is just a beginning. There is no limit to the amount of detail an outline can have.)

The most general points begin at the left and use Roman numerals. The supporting details beneath the Roman numerals use capital letters. As details become more specific, the outline entry is indented further to the right. The **outline format** alternates number, letter, number with each indented level.

1. What is the purpose of an outline?

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2. An outline always moves from \_\_\_\_\_ to \_\_\_\_\_.

3 – 8. Complete this partial outline. Use terms from the word bank.

mouth	brain	small intestine	heart	capillaries
stomach	veins	respiratory system	lungs	

## Human Body Systems

### I. Digestive System

- A. \_\_\_\_\_
  - 1. chewing breaks down food
  - 2. swallowing moves food
- B. Esophagus
- C. \_\_\_\_\_
- D. \_\_\_\_\_

### II. Circulatory System

- A. \_\_\_\_\_
- B. Arteries
  - 1. move blood away from the heart
- C. \_\_\_\_\_
  - 1. carry blood to the heart
- D. \_\_\_\_\_

### III. \_\_\_\_\_

- A. Nasal passage
- B. Trachea
- C. \_\_\_\_\_

### IV. Skeletal System

### V. Nervous System

- A. Spinal Cord
- B. \_\_\_\_\_
  - 1. sends messages to all parts of the body
- C. Nerves