

How to Make an Outline

0:00	Owl: Welcome to How to Make an Outline, an instructional video on reading comprehension brought to you by the Excelsior College Online Writing Lab.
0:14	Teachers often talk about the importance of making an outline.
0:19	However, students are often unfamiliar with how and why to make one.
0:25	Outlines are a great way to organize and evaluate ideas.
0:29	They can be used as a pre-writing method to get you ready to write.
0:33	But they can also help you improve your reading comprehension by breaking down the text into its main ideas.
0:41	Outlines present information in an organized and logical manner.
0:46	Whether you're outlining a text or a concept, your outline should focus on main ideas and key details.
0:53	Organizing this information into an outline will show how the information is related.
0:58	The finished product will cover a lot of material in a relatively small space.
1:05	In an outline information consists of heading and subheadings that are laid out using an ordering system comprised of capitalized and uncapitalized Roman numerals, letters, and numbers.
1:18	This method provides an efficient and logical way to present information and show how it is related.
Displayed on screen	<p>Sample Outline</p> <ul style="list-style-type: none"> I. Title <ul style="list-style-type: none"> A. Heading 1 B. Heading 2 <ul style="list-style-type: none"> 1. Subheading 1 2. Subheading 2 <ul style="list-style-type: none"> i. ii. <ul style="list-style-type: none"> a. b. <ul style="list-style-type: none"> 1. 2.
1:26	In order to use the outlining method correctly, you'll first need to understand the four rules it follows.
1:32	They are parallelism, coordination, subordination, and division.
1:40	Let's go over each rule.
1:44	The first rule of outlining is parallelism.
1:48	This means headings of the same level should be of the same kind.
1:52	For instance, if the first heading is a verb, the second heading should also be a verb.

Displayed on screen	Example: I. Three types of muscle tissue A. Skeletal muscle B. Cardiac muscle C. Smooth muscle
1:58	In this example of an outline for a chapter on muscle tissue, the headings “Skeletal muscle,” “Cardiac muscle,” and “Smooth muscle” are of the same level because they are ordered with a capital letter.
2:10	In this case, they obey the rule of parallelism by all being nouns.
2:17	The second rule of outlining is coordination.
2:20	This means that all the information contained in Heading 1 should have the same significance as the information contained in Heading 2.
2:28	The same goes for the subheadings.
2:30	In other words, headings and subheadings of the same level should be of the same rank, which means the same level of importance.

Displayed on screen	Example: A. Skeletal muscle 1. Definition 2. Description 3. Examples B. Cardiac muscle C. Smooth muscle
2:38	In this example, the headings “A,” “B,” and “C” are of the same rank, while the numbers “1,” “2,” and “3” are also of the same rank.
2:50	The third rule of outlining is subordination.
2:54	This means that the information in the headings should be more general, while the information in the subheadings should be more specific.
3:01	The movement from general to specific information is indicated by indenting from left to right.

Displayed on screen	Example: A. Skeletal muscle 1. Definition i. Found throughout the body ii. Voluntary iii. Responsible for movement
3:07	In this example, “Found throughout the body,” “Voluntary,” and “Responsible for movement” are specific examples of the more general category “Definition.”
3:18	This relationship is displayed by indenting from left to right.
3:23	The fourth and final rule of outlining is division.



3:28	This means that each heading must have at least two subheadings in order to be divided.
3:33	If you can't divide a heading into at least two parts, then it doesn't require subheadings.
Displayed on screen	<p>Example:</p> <ul style="list-style-type: none"> I. Three types of muscle tissue <ul style="list-style-type: none"> A. Skeletal muscle B. Cardiac muscle <ul style="list-style-type: none"> 1. Definition <ul style="list-style-type: none"> i. Found in the heart ii. Involuntary iii. Pump blood into circulatory system 2. Description
3:39	In this example, the heading "Three types of muscle tissue" is broken down into two subheadings—"A" and "B."
3:48	"B" is further broken down into two subheadings—"1" and "2."
3:53	And "1" is even further refined by being broken down into three subheadings.
4:00	Now, if we put all four rules together—parallelism, coordination, subordination, and division—we get an outline that looks like this. (Shown after the transcript.)
4:11	Remember to write a title at the top of your outline that identifies the text you are outlining.
4:17	Creating an outline for a text is easier if you know where to look for the most important information in the text.
4:24	Depending on the type of text you're reading, you should focus your attention on one or more of the following elements: headings and subheadings, abstracts, introductions, topic sentences, bold-faced or italicized words, summaries, and conclusions.
4:46	Remember that your outline should be as long or short as you need it to be depending on the length and depth of the text you're reading.
4:54	I hope you have a better idea about how and why to make an outline.
4:59	They're not only great for pre-writing, but also for improving your reading comprehension.
5:05	Click here for a template on how to make an outline.
5:11	Thanks for listening to this instructional video on How to Make an Outline!
5:16	Visit the Excelsior College Online Writing Lab for more support with reading and writing skills.



Sample Outline

Title: Chapter 10 – Muscle Tissue

- I. Three types of muscle tissue
 - A. Skeletal muscle
 1. Definition
 - i. Found throughout the body
 - ii. Voluntary
 - iii. Responsible for movement
 2. Description
 - i. Layers of connective tissue
 - a. Epimysium
 - b. Perimysium
 - c. Endomysium
 - ii. Muscle fibers
 - a. Long
 - b. Cylindrical
 - c. Striated
 - d. Banded
 3. Examples
 - i. Biceps
 - ii. Triceps
 - iii. Deltoids
 - iv. Trapezius
 - B. Cardiac muscle
 1. Definition
 - i. Found in the heart
 - ii. Involuntary
 - iii. Pump blood into circulatory system
 2. Description
 - i. Similar in structure to skeletal muscle
 - a. Shorter
 - b. Only one cell nucleus
 - ii. Connected by intercalated discs
 - iii. Controlled by pacemaker cells
 - C. Smooth muscle
 1. Definition
 - i. Found around organs
 - ii. Involuntary
 - iii. Control organ functions
 2. Description
 - i. Spindle-shaped muscle fibers
 - ii. Corkscrew motion
 - iii. Controlled by
 - a. Hormones
 - b. Neural stimulation
 - c. Stretching
 3. Examples
 - i. Digestive tract
 - ii. Respiratory tract
 - iii. Reproductive tract
 - iv. Iris
- II. Muscle injuries
- III. Muscle disorders

