

# ONLINE READING COMPREHENSION LAB

https://owl.excelsior.edu/orc

# Outlining

### What can it do?

#### An outline will...

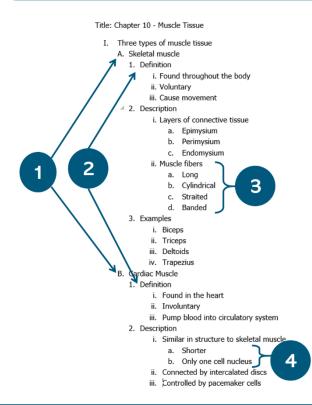
- Present information in an organized and logical manner
- Focus on main ideas and key details
- Show how information is related
- Cover a lot of material in a small space

# The Four Rules of an Outline

- 1. **Parallelism:** Headings of the same level are of the same kind (a noun, a verb, etc.)
- 2. **Coordination:** Headings of the same level are the same rank
- 3. **Subordination:** Information moves from general to specific by indenting from left to right
- 4. **Division:** Each heading must have at least two subheadings in order to be divided

### When to outline...

- Outline before you write to organize ideas.
- Outline after you read to identify the order of main ideas and key supporting details.



### Anatomy of an Outline

- Headings and subheadings
- Ordering system
  - Roman numerals
  - Letters
  - Numbers

ings	
I. Title	
A. Heading 1	_
B. Heading 2	
1. Subheading 1	
2. Subheading 2	
i	_
— ii.	

### Where to look for information in a text:

- Headings and subheadings
- Abstracts
- Introductions
- Topic sentences
- Bold-faced or italicized words
- Summaries
- Conclusions



The contents of this work were developed under grant #P116F150077 from the U.S. Department of Education. However, those contents do not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government.



