

# Outlining

## What can it do?

### An Outline will...

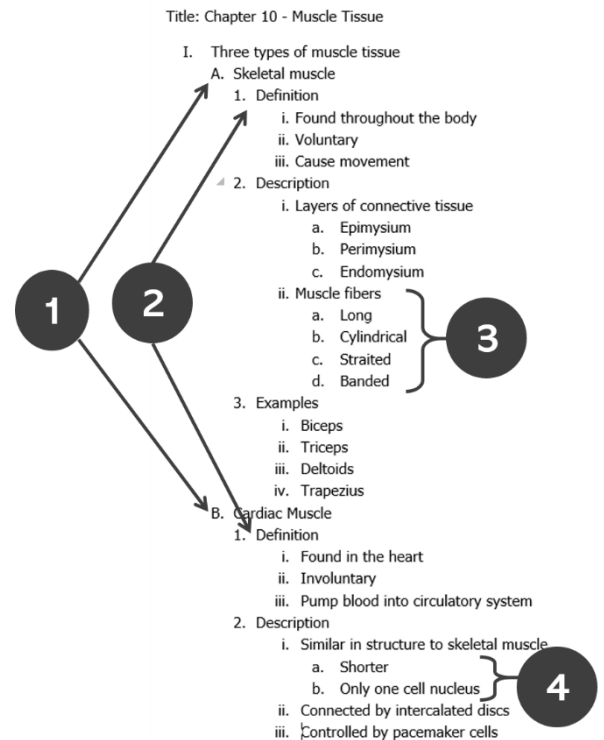
- Present information in an organized and logical manner
- Focus on main ideas and key details
- Show how information is related
- Cover a lot of material in a small space

## 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.

## 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



## Anatomy of an Outline

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

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