

An Outline of How to Outline

I. How to outline (main topic).

A. Parts of outline.

1. Labels (In this order and every outline uses this system).
 - a. Capital Roman Numerals
 - b. Capital Letters
 - c. Numbers
 - d. Lowercase Letters
 - e. Double lowercase
 - aa. Example: aa
2. Information / contents (In this order and every outline uses this system).
 - a. Main Topic
 - aa. The entire outline is about this general subject.
 - b. Subtopic
 - aa. The subtopic is a major part of the Main Topic.
 - c. Main point, idea, or facts of subtopic
 - aa. This part gives more information about the subtopic.
 - d. Supporting Detail
 - aa. Supports Subtopic.
 - e. Specific (Small or Exact) Examples
 - aa. Often proper nouns.

B. When To Use An Outline

1. Writing projects.
 - a. essays, research papers, etc.
2. Taking notes on text or info.
 - a. complicated info
 - b. technical Info
 - aa. electronic instructions
 - bb. software installation
3. To organize large amounts of text into sections by breaking the information into smaller parts.

II. Outlining Information is part of the Analysis Level of Bloom's Taxonomy

A. Identification of components

1. The larger parts that make the machine, system, story, etc.

B. Organization of parts

1. Separate
2. Order
3. Classify
4. Divide

III. Basic outlining example.

I.

A.

1.

a.

aa.