

DEVELOPING AN OUTLINE

Outlining is a simple way of classifying information vertically, instead of horizontally.

HUMANS



Humans

- I. Male
 - A. Boy
 - B. Youth
 - C. Man
 - II. Female
 - A. Girl
 - B. Young Woman
 - C. Woman
- These forms are equal in the relationships they express.

In order to prepare an outline, the writer needs to follow 4 steps:

1. Choose and limit topic:
 - ie. general topic: Airplanes
 - limited topic: Private airplanes for business travel
2. List ideas related to the limited topic.
 - 1 Air travel saves time.
 - 1 Private plans can go to small airports.
 - 1 Plan flies a direct route between two cities.
 - * Business and professional people have to rent cars to travel within cities.
 - 2 Pilots can make own flight schedule.
 - 3 Pilots can keep on course by following VOR signals.
 - * Pilot needs instruments for cloudy weather flying.
 - 1 Auto has to travel on roads and covers more miles, especially through mountains.
 - 2 Business and professional people can visit several cities and towns in one day.
 - 2 Medical specialists can make regular rounds in remote areas; radiologists, surgeons, ophthalmologists, and others.
 - 3 Flying is safer than driving a car.
 - 1 Single engine planes use less fuel than cars traveling between same points because planes go a shorter distance.
 - 3 Planes must undergo regular maintenance checks, approved by the FAA.
 - * Many different kinds of planes to choose from—Cessna, Beechcraft, Piper.
 - * Weather may keep planes on the ground.

3. Group ideas---see the numbering above. Eliminate unrelated ideas (*above)

- 1—Time and fuel saving
- 2—Pilot can make own schedule
- 3—Flying is safer than driving

4. Rewrite in outline form

I.

A.

1.

a.

b.

2.

B.

II.

A.

B