Outlining for Beginners
A Warm-Up Activity

by
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Read the list of words or phrases below. Decide which two name general categories, then put the rest of the words and phrases in the correct category.

read a book    swim    build a model    play baseball
outdoor activities    ride a bike    bake cookies
play cards    indoor activities    climb a tree

_______________________________         ____________________________
(category)      (category)

_______________________________         ____________________________
_______________________________         ____________________________
_______________________________        _____________________________
_______________________________         ____________________________

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Student Practice Activity

Read the words and phrases below. Decide which two name the general categories, or main topics. Next, find the words and phrases that name the subtopics that go under each of the main topics. Finally, decide which words and phrases could be sub-subtopics of the subtopics listed.

foods   birds   robin   meats
hawk   vegetables   pork chops   animals
corn on the cob   hamburger   insects   mosquito
broccoli   beetle

Use the outline form below to organize each of your two lists of information. Write your outlines on a separate sheet of paper.
I. Main topic
   A. Subtopic
      1. sub-subtopic
      2. sub-subtopic
   B. Subtopic
      1. sub-subtopic
      2. sub-subtopic

Answer Key
Warm-Up Activity and Student Practice Activity

Warm-Up Activity:

<table>
<thead>
<tr>
<th>Outdoor Activities</th>
<th>Indoor Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>swim</td>
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<td>play baseball</td>
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<td>ride a bike</td>
<td>play cards</td>
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<tr>
<td>climb a tree</td>
<td>bake cookies</td>
</tr>
</tbody>
</table>

Student Practice Activity:

I. Foods                      I. Animals
   A. Meats                   A. Birds
      1. hamburger             1. robin
      2. pork chops            2. hawk
   B. Vegetables             B. Insects
      1. broccoli             1. mosquito
      2. corn on the cob       2. beetle

Example Outline
In an outline, the most general or main ideas are called **major topics**. The **major topics** are assigned a Roman numeral followed by a period in the outline; for example, I., II., III., IV., etc. The Roman numerals should be placed on the left margin line of your paper. The ideas that are related to the major topics are called **subtopics**. The **subtopics** are identified by upper-case letters that are indented beneath the major topics. For example:

- I. Main Topic
  - A. Subtopic
  - B. Subtopic

Sometimes there are more details you can include that further divide the subtopics. These details are called **sub-subtopics**. The **sub-subtopics** are designated by Aramic numerals and are indented beneath the relevant subtopics.

I. Living Things
   A. Animals
      1. vertebrates
      2. invertebrates
   B. Plants
      1. tropical
      2. house