

Create an Outline

List everything you know about the topic:

(use the back of the page if you need more space)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Order and group your list

Group 1 title: _____

Group 2 title: _____

Group 3 title: _____

Group 4 title: _____

Coordinate your headings and sub-headings

Use the group titles as main headings (I-IV). Create sub-headings (A-D) from the more general items in your list. Use the more specific items in your list as lower level details under an appropriate sub-headings.

I. _____ II. _____ III. _____ IV. _____

A. _____ A. _____ A. _____ A. _____

B. _____ B. _____ B. _____ B. _____

C. _____ C. _____ C. _____ C. _____