

How to Outline

(To see a correctly formatted outline, download the word document at the bottom of the page.)

Now that you have your note cards organized into topics, it is time to lay out your facts in an organized structure. If you have organized your note cards well an outline should be easy. The topic of your first set of note cards becomes your first topic in your outline. You show a main topic by using a Roman Numeral. Details of this topic go underneath using capital letters. Sometimes the main topic needs to be broken down into subtopics. Then the details are under the subtopics beginning with a standard numeral.

The Roman Numeral, the capital letter and the standard numeral need a period and a space after it. Begin each line with a capital letter. Indent each subtopic.

Koala Bears

I. Names

- A. Scientific name is ...
- B. Called Koala because

II. Habitat

- A. Australia
- B. Eucalyptus forests

III. Description

- A. Fur
 - 1. Color is ...
 - 2. Thick ...

C. Paws

D. Eyes

IV. Diet

[Link to Developing an Outline](#)