

OUTLINES

## OUTLINING

"Experience & Expression", by Wyman, Eves, Dollard,  
Prentice - Hall, p. 417

### Introductory

A guide is an invaluable adjunct of every journey.  
Tourists- before travel in excursions to England.

(1) Keep to mountainous districts famed for scenic beauty, for possible views of valley and plain,

OR

(2) Short route thru fishing villages with glimpses of rockbound coast and surging sea.

In any case, an elevating need. SO - a plan is no less necessary in charting an intellectual excursion.

See Stratton, Maurietta,  
Brooks & Hubbard 808 B 873  
Composition - Rhetoric

### Outlines

General Subject: The Uses of Rivers

- I. The fertility of flood plains is improved by irrigation.
- II. Streams are the easiest routes of travel and commerce.
- III. Man is indebted to streams for beauty of scenery.

\*Bring notes for paragraph here and use this book.

### OUTLINE

Buffon, one of French immortals, stirred the world with his discoveries in astronomy, physics, biology, and economics. Yet when he was elected to the French Academy, he chose to talk about the use of words as the most important subject of all. Here is his first consideration:

"It is from lack of plan, from lack of reflection on its purpose, that a man of sheer intelligence finds

himself embarrassed and does not know at what point to begin to write. He perceives, all at the same time, a great number of ideas; and, sincere has neither compared them not subordinated them, nothing leads him to prefer any of them to he others; so he remains in perplexity.

"But when he has made a plan, when he has once brought together and put in order all the thoughts essential to his subject, he will clearly see easily the instant when he ought to take up his pen, he will feel with certainty that his mind is ready to bring forth, he will be pressed to give birth to his ideas, and he will find only pleasure in writing; his ideas will succeed each other easily, and the style will be natural and steady, the warmth born of this pleasure will diffuse itself everywhere and give life to the each expression; the animation will become higher and higher; the tone will become exalted; objects will take on color; and feeling blended with intellect will increase the warm glow, will carry it further, will make it pass from that which on says to that which one is about to say and the style will become interesting and luminous"

## OUTLINE

1. Topical
2. Sentence
3. Running

A topical outline indicates by words and phrases main headings and sub-divisions. It does not express the thought of the headings in full, and does not show precisely the relation between them.

Convenient - in haste

Speaker - easy to prepare.

A sentence outline expresses precisely in completed sentences the ideas contained in each main heading, and each subheading, showing by means of symbols and indentions the relationship of parts. Most satisfactory in logical organization.

Running outline - rough indications of material - mere randoms jottings.

First Canto of Scott's "Lady of the Lake".

Invocation to the Harp of the North - Main Story:  
Hunter sole survivor of a party lost in mountains - seeks shelter for night - arrives at Loch Katrine - meets Ellen - taken to island in Lake - reception and experience there.

### Types of Outline

- I. Topic form of Outline, in which each section of thought is referred to in a word group that is essentially a noun in form whether it is a noun with its attributes or a clause that has the grammatical function of a noun
- II. Sentence form - in which the sections of a thought are condensed only to a complete predication or sentence.

#### Advantages of Sentence Outline

1. It is more detailed and precise
2. It is more certain to show relations between items.

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Four Plans on My Day Off

First Plan

- I. What I did in the morning
- II. " " " " " afternoon
- III. " " " " " evening

Second Plan

- I. What I planned to do
- II. " I actually did

Third Plan

- I. The agreeable happenings
- II. " disagreeable"

Fourth Plan

- I. Looking forward to my day off
- II. Experiencing my day off
- III. Looking back to my day off.

Exercise: Bring to class topical plans of your own choosing.

Second outline - Hitchcock

- I. Macbeth is tempted to do wrong.
- II. " yields to temptation
- III. " suffers the consequences of wrong-doing

*4 Ideas for Unit in W. F. made in class.*

Past Present Future

Yesterday - Today - Tomorrow

Morning -- Noon - Night

Youth - Manhood - Old Age

Beginning - Going on - Getting through

Thought - Action - Result

Down low - Higher up - On top

Good - Better - Best

Least important - More important - Most important

Physical - Intellectual - Moral

Agreeable - More agreeable - Most agreeable

Exercise:

Make simple plans on

1. A fishing party
- A Description of an old building
- Gymnasium work
4. A rainy day

5. A contest  
6. Our family

Sample Outlines ✓

The Advantages of Railways

- I. Advantages to individuals
  - A. Widening of one's knowledge by travel
  - B. Widening of one's social activity
  - C. Widening of one's business and commercial activities.
- II. Advantages to public as a whole
  - A. The entering of remote parts of the world.
  - B. The fostering of the development of the country's material resources.

A University

I. The officers

- A. The president
- B. The Board of Trustees
- C. The faculty
  1. The department of Philosophy
    - a. The head
    - b. Professors
    - c. Associate professor
    - d. Assistant Professor
    - e. Instructors
    - f. Assistants
  2. The department of history, etc.
  3. The department of English, etc.

II. The students

- A. Graduates
- B. Seniors
- C. Juniors
- D. Sophomores
- E. Freshmen
- F. Unclassified

*Give in an outline*

## Qualities of a successful mining engineer

- I. Physical qualities
  - A. Sound constitution
  - B. Good health
- II. Social qualities
  - A. Ability to handle men
  - B. " to find happiness anywhere
- III. Intellectual qualities
  - A. Close observation
  - B. Clear thinking
  - C. Sound judgment
  - D. Agreeability
- IV. Moral qualities
  - A. Will to work hard
  - B. Perseverance

## Parts of a Newspaper

- Dig in take*
- I. News Section
    - A. General News
    - B. Political News
    - C. Foreign news
  - II. Sporting section
    - A. News
    - B. Comments
  - III. Amusement Section
    - A. Daily story
    - B. Anecdotes
    - C. Jokes
  - IV. Editorial section
    - A. Choice of subjects
    - B. Treatment of subjects

## My Day Off

- I. Looking forward to my day off
  - A. The joy I anticipated
  - B. The plans I made
- II. Happenings of the day
  - A. Morning happenings
  - B. Afternoon "
  - C. Evening "
- III. Looking back on my day off
  - A. Pleasant memories
  - B. Feeling of disappointment
  - C. Determination to plan more wisely another time.

OUTLINE FOR A SPEECH ACCEPTING AN OFFICE ✓

- I. Gratitude to friends for having thus honored you.
- II. Realization of your responsibilities
  - A. The responsibility of the office itself
  - B. The determination to follow in the footsteps of your predecessors
    1. Their talents
    2. Their faithfulness to duty
    3. Their sacrifices
- III. Regret that the officers of last year could not continue
  - A. Constitutional provisio
  - B. Ill health
  - C. Business necessity, etc.
- IV. Determination to carry on in best way possible the traditions of the organization.



Examples - F. M. Perry - Exposition ✓

The Loach

- I. Its appearance
  - II. Its habits
  - III. Its value
- 
- I. Its appearance
    - A. Size
    - B. Form
    - C. Color
  - II. Its habits
    - A. Places frequented
    - B. Feeding
    - C. Breeding
  - III. Its Value
    - A. Nourishment
    - B. Flavor

Take

Dishwashing

- I. Preparation for washing dishes
  - A. Arranging for hot water
  - B. Putting away all food
  - C. Scraping refuse into pan **on pail**
  - D. Piling similar dishes together
  - E. Having ready a clean dishcloth and a supply of clean, dry towels
- II. Order in dish-washing
  - A. The glassware first
  - B. Then cups **and** saucers and cleaned dishes
  - C. Silver
  - D. Plates and remaining dishes
  - E. Cooking utensils
- III. Washing, rinsing, and putting away the dishes
- IV. Care of dishcloths, towels, dishpan, and sink.

✓ Words

- I. Nouns
- II. Pronouns
- III. Adjectives
- IV. Verbs
- V. Adverbs
- VI. Conjunctions
- VII. Prepositions
- VIII. Interjections

## Indo- European Language

- I. Indo-Iranian
- II. Armenian
- III. Greek
- IV. Albanian
- V. Italic
- VI. Celtic
- VII. Balto-Slavic
- VIII. Teutonic or Germanic

### Germanic

- I. East Gothic
- II. North Germanic
  - A. Icelandic
  - B. Norse
  - C. Swedish
  - D. Danish
- III. West Germanic
  - A. English
  - B. Frisian
  - C. Franconic
  - D. Low German
  - E. High German

### Periods of English Language

- I. Old English
- II. Middle English
- III. Modern English

### Old English (division on basis of dialects)

- I. Northumbrian
- II. Mercian
- III. Wesh Saxon
- IV. Kentish

### Reading ✓

- I. Benefits
  - A. Pleasure
  - B. Acquisition of facts and ideas
  - C. An equipment of truth and ideals
  - D. Gain an ability to think
  - E. Gain an ability to appreciate
  - F. Gain an ability to express thought
- II. DAngers of reading
  - A. Waste of time and energy
  - B. Impairment of memory
  - C. Impairment of ability to think

- D. Impairment of character
- III. Suggestions
  - A. Reading a book once a month
  - B. Reading aloud
  - C. Variety in reading
  - D. Keeping a record of books read
  - E. Owning a few books

### The Causes of Crime

- I. Introductory Remarks
  - A. Present attitude toward the criminal  
(probably a sick person who needs treatment)
  - B. Scientific approaches of crime
    - 1. Psychology
    - 2. Psychiatry
    - 3. Physiology
- II. Heredity as a factor in crime
  - A. Insanity
  - B. Feeble-mindedness
  - C. Temper
- III. Environment as a factor in crime
  - A. Home influences
    - 1. Type of home
    - 2. Type of family
  - B. Outside influences
    - 1. Neighborhood
    - 2. Companions
      - a. The "Gang"
      - b. Others
  - C. Amusements (including reading matter, etc.)
    - 1. The movies
    - 2. Newspapers, and tabloids
    - 3. Novels
  - D. Other factors
    - 1. Alcohol
    - 2. Drugs and stimulants
    - 3. Women

This is a topical outline; it uses words of phrases. When sentences are used - called analytical or sentence outline. This shows structure of paper but gives little information as to actual content. The second shows the structure and at the same time gives a summary of the contents.

## The Spring Care of the Automobile Engine

Whitford and Foster, H. S. and F. W. p. 61

### Topic Outline

Theses: The engine must be put mechanically in tune with warmer weather.

#### I. Imperative operations and **adjustments**

##### A. Lubrication and the cooling system

1. Changing to heavier oil and lubricants
2. Removing antifreeze and flushing cooling system.
  - a. Danger of using washing soda
  - b. Saving antifreeze if of the right type

##### B. Electrical System

1. Lowering generator charging
2. Reconditioning points of wiring
3. Replacing old spark plugs

#### II. Recommended operations and tests

##### A. Valves and carbon

1. Removing carbon
2. Checking valves
3. Testing for carbon

##### B. Piston rings and piston condition

1. Repairing leaking pistons
2. Wasting of oil and power

Example of Outline

## Varieties of Prose

### I. Fiction

#### A. The short story

- 1.
- 2.
- 3.
- 4.

#### B. Novel

- 1.
- 2.
- 3.
- 4.

#### C. The romance

### II. Drama

#### A. Comedy

#### B. Farce

#### C. Tragi-comedy

#### D. Melodrama

#### E. Tragedy

- III. Essay
  - A. Familiar or personal
  - B. Formal
- IV. Criticism
- V. Minor forms
  - A. Biography
  - B. Autobiography
  - C. Letters
  - D. Diaries
  - E. History
  - F. Travel
  - G. Science

WORKING OUT

IN DETAIL

AN OUTLINE

ROUGH LIST

A Typical Morning on the Air

1. Musical gym clock
2. Jesso News reporter
3. Unsponsored program
4. Xylophone solo
5. RObin girl's trio
6. Program resumed
7. Richard Keys: Piano
8. Electrically transcribed program
9. Consumer's guide
10. Talk-Farmers' Markets
11. Comedy- The Newlyriches
12. String Ensemble (electrically transcribed)
13. Talk: The six vitamins
14. Playlet: In a Jam
15. U. S. Navy Band (Unsponsored?)
16. Speech from London Edward VIII
17. Royal Orchestra
18. Rex Orchestra
19. Regal Symphony Orchestra
20. Edward Bawler's Songs.

1. Go over list
  - (a) any necessary item omitted?
  - (b) any unnecessary item included?
  - (c) any item a phrase or division of some other?
  - (d) any item a general topic under which the items are, or could be grouped?
  - (e) No mention of choir. We add choir- "The Melville Chapel Choir"
  - (f) Cancel 18 and 19 (are like 17)
  - (g) Item 16 is canceled because it is more exceptional than typical. Item 12 could be grouped under 18; yet we must not strike out item 12, which like most of the other 8 must be deleted. They are not names of specific programs because we were thinking about possible headings for the main divisions of the composition.

Step II - Now Get Formal Divisions

1. Talks
  - A. Jesso News Reporter

- B. Program Resume
- C. Consumers' Guide
- D. Talk: Farmers' Market
- E. Talk: The Six Vitamins

II. Plays

- A. Comedy: The Newlyriches
- B. Playlet: In a Jam

III. Vocal Music

- A. Robin Girls' Trio
- B. Melville Chapel Choir

IV. Instrumental Music

- A. Musical Gym Clock
- B. Xylophone Solo
- C. Richard Keys: Piano
- D. String Ensemble
- E. Regal Orchestra (Symphony)
- F. U. S. Navy Band

The basis mentioned above is types of entertainment.

We might have had financial arrangement

- I. Un-sponsored Programs (3)
- II. Un-sponsored programs

We might have technical side of broadcasting.

- I. Electrically transmitted broadcast
- II. Phonograph Record Broadcast
- III. Straight or regular broadcast (division on the basis or manner of making the broadcast)

Sometimes although there is no single principle of division, there is really an underlying idea, as in the following outline - where underlying idea is that of expense.



A Typical Morning On the Air

- I. Unsponsored Programs
  - A. Consumers'
  - B. Talk: Farmers' Market
  - C. U.S. Navy Band
- II. Moderately expensive programs
  - A. Richard Keys: Piano
  - B. Talk: The Six Vitamins
  - C. Musical Gym Clock
  - D. Jesso News Reporter
- III. Expensive Programs
  - A. Regal Orchestra
  - B. Comedy: The Newlyriches
  - C. Playlet: In a Jam
  - D. Robin Girls' Trio
  - E. Edward Bawler: Songs

*Take* Division of Sunday newspapers into the sections. (Division is based on kind of material.)

- I. News
- II. Financial and Business
- III. Sports
- IV. Book Review
- V. Magazine
- VI. Drama, Screen, Music
- VII. Real Estate
- VIII. Classified ADVERTISING
- IX. Sport Section

Sometimes "Sport" may be divided

- A. Rugby
- B. Tennis
- C. Track
- D. Baseball
- E. Turf

Under track might have sub-topics.

## General Rules

1. The plan should have unity
2. Every heading must be divided into two parts—unless example.
3. Each group of headlines, taken together, should sufficiently cover the field designated in the heading next above them in rank.
4. The plan should be coherent, or the first topic should lead to the second, 2nd to 3rd, etc.  
WRONG: I. The morning service  
          II. The afternoon outing  
          III. The quiet of the morning.
5. The main points should be distinct.
6. The outline should be complete
7. The sentence should be as concise as possible and yet should contain the essential substance of the exposition which is outlined.
8. Symbols used are indicated by Roman numerals. I, II, etc.  
2nd degree, capital A.B.  
3rd       "       arabic i, 2  
4th       "       small letters  
5th       "       arabic numerals in parentheses  
6th       "       small letters in parentheses

I.

- A. \_\_\_\_\_
- B. \_\_\_\_\_
  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
    - a. \_\_\_\_\_
    - b. \_\_\_\_\_
      - (1) \_\_\_\_\_
      - (2) \_\_\_\_\_
        - (a) \_\_\_\_\_
        - (b) \_\_\_\_\_

9. Paragraph subordination is indicated not **only** by a **change** of symbols, but also by indentation.
10. The symbols should stand out conspicuously. If a statement requires more than one line, all the lines after the first should be in alignment with the first, or all should have a slightly greater indentation than the first.
11. It is not always necessary to have an introduction, or a formal conclusion stated in your outline.
12. Capitalize first words of each topic.

WARNING S

## WARNINGS

- I. In a topic outline as far as possible, give all the topics the form of nouns with or without modifiers.

Make parallel in form.

Incorrect:

- I. Powers of the Senate as a separate house.
  - A. To **confirm** appointments.
  - B. To ratify treaties
  - C. To try impeachments
  - D. To adopt its own rules of procedure
  - E. To elect its own officers.

## EXERCISE

Correct the

1. Valuable Qualities of Emerson's Essays

- I. Helpful Philosophy
- II. They suggest novel ideas
- III. Brilliantly written

Correction:

~~Title~~

- I. Helpful philosophy
  - II. Novel ideas
  - III. Brilliant styles
- Or (Sentence form)
- I. They reveal a helpful philosophe
  - II. They suggest novel ideas
  - III. They reveal a brilliant style

## EXERCISE

Correct the following

1. Heredity as a Factor in Crime

- I. Insanity
- II. In the form of feeble-mindedness
- III. Psycopathic
- IV. TEMper may be cause.

- II. Be sure that each topic that is subdivided has at least 2 **subheads**. Remedy by 3 methods.
  - a. join subtopic to the governing to it
  - b. omit subtopic to the **g**overning to it
  - c. Supplement by other topics.

Correct:-

- I. Ancestors
  - A. Scotch
- II. Birthplace
  - A. Farm in Indiana

O. K.

- I. Scotch ancestors (a) Farm in Indiana
- II. Birthplace: description of the Indiana farm

Correct:-

- I. Founding of the city
    - A. By David Jones
  - II. Its principal industry
    - A. Piano manufacturing
- O.K. - (b) and (a)
- I. Founding of the city
  - II. Principal industry, piano manufacturing

Correct:-

- I. Situation
    - A. Advantages
- O. K. Situation: its advantages. (a), or  
1 Situation: (c)
- A. Geographical location
  - B. ADVANTAGES
- II. Attempts to destroy it
    - A. The list attempt
    - B. The attempt of 1901
- 7C. Reason for the failure of all attempts

Note:- A topic may have only one subhead if the subhead is an example or illustration, or reference none of which, strictly speaking, is a subdivision  
For example:-

- III. Each group of subheads taken together should sufficiently cover the field stated in governing topic. Remedy either, (a) by making the governing title narrower, or by (b) adding subheads.

ILLOGICAL:

- 1. Powers of the Senate as a separate house
  - A. To confirm appointments
  - B. To ratify

- B. To ratify treaties
- C. To try impeachments

Or:

- 1. The powers of the Senate etc.
  - A. To confirm appointments
  - B. To ratify treaties
  - C. To try impeachments
  - D. To adopt its own rules of procedure
  - E. To elect its own officers (except its pre-  
siding officers)

ILLOGICAL:

Kipling's Works

- I. Poems
  - II. Novels
  - III. Short Stories
- (wrote articles,  
tales, newspaper stories)

LOGICAL:

Some Works of Kipling, or  
Three Classes of Kipling's Literary Work

IV. Topics should not overlap. They must be mutual exclusive. Error often due to the fact that the basis of subdivision is change.

ILLOGICAL:

- I. Literature in the U.S.
  - A. Literature of New England
  - B. Literature of the South
  - C. Colonial literature
  - D. Literature to 1860

(Both geographical and chronological basis of division)

LOGICAL:

- I. Literature in the U.S.
  - A. Colonial literature
  - B. Renault to
  - C. Literature of Civil War, etc.

ILLOGICAL:

Humorists

- I. Men
- II. Women
- III. Freshmen Students

- I. Athletes
- II. Athletes
- III. Vegetarians

OR:

The Works of Rudyard Kipling

- I. Poems
- II. Novels
- III. Stories about India
- IV. Recent writings

Three shifts in basis of division

- (1) I and II - literary form
- (2) III- subject matter
- (3) IV- Time

LOGICAL:

- I. Poems
- II. Novels
- III. Short Stories
- IV. Miscellaneous Works

OR:

- I. Early Works
- II. Work of the Middle period
- III. Recent work

Students of Oakwood College

- I. Students from the South
- II. Sophomores
- III. Students interested in music

V. Do not write as a subtopic a topic that is logically coordinate with the preceding topic.

ILLOGICAL:

- I. The departure
- II. The arrival in the city
  - A. Journey to the store
    1. Purchases



IIA and IIAI coordinate with I and II, are written as subordinates.

III. Return home

logical:

I. Departure

II. Arrival in the city

III. Return home.

LOGICAL:

I. Departure

II. Arrival in the city

III. Journey to the store

IV. Purchases

V. Return

LOGICAL:

I. Departure

II. Experiences in the city

A. Arrival

B. Journey to the store

C. Purchases

III. Return

### Exercises

#### ILLOGICAL:

Steps in learning to operate a typewriter

I. Learning the finger positions

A. Placing the fingers correctly

B. Memorizing the keyboard through the fingers

II. Acquiring speed

Improvements:

I. Learning the finger positions

II. Memorize the keyboard

III. Acquiring speed

OR:

I. Mastering the keyboard

A. Placing the fingers correctly

B. Memorizing the keyboard through the fingers

II. Acquiring speed.

VI. Do not place a subtopic **coordinate** with its governing topic

ILLOGICAL:

- I. Disadvantages of football
  - A. Physical harm
  - B. Distraction from studies
- II. Encouragements of gambling  
( II is a subtopic of I but is written as a coordinate subject)

LOGICAL:

- I. Disadvantages of football
  - A. Physical harm
  - B. Distraction from studies
  - C. Encouragement of gambling

VII. Do not write the title of the **composition** like the topic of a division

Bad:

- I. Ship building in Maine
  - A. Introduction
  - B. Principal seats
  - C. Methods, etc.

Right:

- SHIPBUILDING IN MAINE
  - I. Introduction
  - II. Principal seats
  - III. Methods, **etc.**.

## INTRODUCTION

Suppose a student uses a faulty outline of explanation of the Art of Bookmaking.

- I. Quartos
- II. Octavos
- III. Modern examples of bookmaking
- IV. Leather-backed books
  - A. Of the seventeenth century

Illogical and incoherent - violates all 4 laws of division.

1. Does not cover ground proposed (book or long essay)
2. Not mutually exclusive. Modern examples are mostly octavos, some quartos, not a few are leatherbound. Subdivisions of IV overlap.
3. The division is not made upon a single basis of principle: "I" and "II" are divisions made according to the number of book leaves which were printed on a single sheet of paper - eight (hence octavo) of four - (hence) Quarto). Any of these factors - page, size, age, might be bases. All right in some essays to have informal partition.
4. The division, are not arrayed according to a logical plan.  
General particular  
particular to general  
familiar to unfamiliar  
effect to cause

Criticize the following outline:

- I. House dogs
  - A. Fox terriers
  - B. Poodles
- II. Dogs used for hunting
  - A. Pointers
  - B. Foxhounds
- III. Large dogs best
  - A. St. Bernards
  - B. Wolf-hounds
    - 1. As A hunter
    - 2. As a friend
- IV. Dogs make good companions
  - A. The fox-terrier
  - B. The collie is a very chummy dog.

Construct what you feel would be a good plan for a 500 word essay on dogs. (Don't forget to limit your subject.)

Correct:

Outline 2

1.	Protection against winter killing	7
2.	Setting out the plants	4
3.	Formation of new varieties	10
4.	Locating the rose-bed	1
5.	Protection against insects	6
6.	Choosing the plants	3
7.	Methods of propagation	9
8.	Preparing the soil	2
9.	Pruning	5
10.	Cultivation in spring	8

Proper Order:

1.	Locating the rose-bed	4
2.	Preparing the soil	8
3.	Choosing the plants	6
4.	Setting out the plants	2
5.	Pruning	9
6.	Protection against insects	5
7.	Protection against winter killing	1
8.	Cultivation in spring	10
9.	Methods of propagation	7
10.	Formation of new varieties	3

OUTLINE 3 + 4

Critize the following outline from the points of force and logical division.

Faulty Outline 4

Correct: Making a Kite

1. You must get material together
2. The wood
3. The string
4. Other materials
5. Dimensions
6. Prepare the materials
7. Putting the kite

Corrected Outline:

- I. The material for the kite
  - A. The wood
  - B. The string
  - C. Other material
- II. The dimensions of the kite
- III. The preparation of the materials
- IV. Putting the kite together

Outline 5

The Game of Tennis

- I. Playing the game
  - A. Courting
  - B. Special points of skill
- II. The court
  - A. Shape and dimensions
  - B. Kind of turf
  - C. Boundary lines
- III. The equipment
  - A. The racquet
  - B. Balls
- IV. THE net
  - A. **Material**
  - B. Dimensions

Corrected:

- I. The equipment
  - A. The court
    - 1. Kind of turf
    - 2. Dimensions and lines
    - 3. The net
  - B. Racquets and balls
- II. The playing of the game
  - A. The process of play
  - B. **The** method of scoring
  - C. Special points of skill

## Correct Outline 6

Incorrect subordination—Do not make a head- in subordinate to another heading when it is coordinated with that heading. Subheadings must bear directly on their main headings.

### ILLOGICAL:

- I. Baseball is a national sport
  - A. It is useful
    - 1. It affords a means of earning a living
    - 2. It is a source of recreation for both the players and spectators.
    - 3. It is a healthful exercise.

### IMPROVED:

- I. Baseball is a national sport.
  - A. It is played throughout the U. S. by professional and amateur teams.
  - B. Both professional and amateur teams. are attended by large crowds.
  - C. It has been popular for many years.
- II. Baseball is a useful sport
  - A. It affords a means of earning a living.
  - B. It is a source of recreation for both players and spectators.
  - C. It is a healthful exercise.

## Incorrect coordination Outline 7

Do not make a subheading coordinate with its main heading.

### ILLOGICAL:

- I. I derived benefits from my work with the construction gang.
  - A. The outdoor work put me in good physical condition.
  - B. I was well-paid.
- II. I became convinced of the necessity of a college education.

IMPROVED:

- I. I derived benefits from my work with the construction gang.
  - A. The outdoor work put me in good physical condition.
  - B. I was well-paid.
  - C. I became convinced of the necessity of a college education.

Outline 8

COORDINATE HEADINGS COORDINATE IN FORM

Coordinate headings should be coordinate or parallel in form.

ILLOGICAL:

- I. Crafts taught in our night schools include:
  - A. Woodcutting
  - B. Stenciling
  - C. TO weave

IMPROVED:

- I. Crafts taught in our night schools include
  - A. Woodcutting
  - B. Stenciling
  - C. Weaving<sup>2</sup>

Outline 9

Note that when the sentence of main heading runs on into its subheadings all of the subheadings should cohere to their main headings.

ILLOGICAL:

- I. In our camp-fire group we hoped to
  - A. Assist destitute families
  - B. Clean up and beautify our town
  - C. We wanted to improve the moral standard of our town.

IMPROVED:

- I. In our camp-fire group we hoped to
  - A. Assist destitute families
  - B. Clean up and beautify our town
  - C. Improve the moral standard of our town.

Outline 10

ONE SUBHEADING: There should ordinalrily be more than one subheading, since obviously a thing must be divided into more than one part. The single subheading either should be included in the main the main heading next above it, or should be supplemented by other subheadings. Examplw are however, may appear as a single heading.

ILLOGICAL:

1. Manufacturing in my town include
  - A. Hosiery

IMPROVED:

1. Manufacturing in my town includes the making of
  - A. Hosiery
  - B. Cotton cloth

IMPROVED:

1. Hosiery manufacturing is important in my home town.  
Example as a subhead
1. An appreciation of literature can be given students of good teachers.
  - A. Miss Black, for example made her students feel her own enthusiasm for poetry.

Outline 11

SUFFICIENT SUBDIVISION- The subheadings should cover the material indicated in their immediately preceding main heading. If they do not, additional heading should be supplied, or the main heading should be limited.

The general rule for any classification or subdivision is that only one principle of division should be employed.



ILLOGICAL:

1. Aspects of the police power doctrine are
  - A. Protection of public health
  - B. Protection of public safety

IMPROVED:

- I. Aspects
  - A. Protection of public health
  - B. Protection of public safety
  - C. Protection of public morals
  - D. Protection of general welfare
  
- II. Some aspects of police power doctrine are
  - A. Protection of public health
  - B. Protection of public safety

Outline 12

OVERLAPPING SUBHEADINGS- Subheadings should not overlap. Overlapping is often due to a shift in the basis of subdivision. For example, if a heading is subdivided first according to time and then according to place, some of the material will be discussed twice. The general rule for any classification or subdivision is that only one principle of division should be employed.

ILLOGICAL:

1. As study of stained glass would require knowledge of the knowledge of the art in
  - A. France
  - B. England
  - C. Germany
  - D. Italy
  - E. Early Gothic
  - F. Middle Gothic
  - G. Late Gothic
  - H. Renaissance

IMPROVED:

1. Five examples of stained glass may be studied in
  - A. France, which affords many fine works
    1. Early Gothic, to be found in, etc.
    2. Middle Gothic, best examined at

- B. England, etc.
- C. Germany, etc.
- D. Italy, etc.

or

- 1. The making of stained glass as an art covers many important periods, such as
  - A. Early Gothic, etc.
    - 1. France
    - 2. England
  - B. Middle Gothic etc.
  - C. Late Gothic, etc.
  - D. Renaissance, etc.

EXERCISE IN OUTLINING

## EXERCISES IN OUTLINING

Organize the following material:

Denver

1. Location
2. History
3. Local pride
4. Water supply (derived from mountain snow)
5. Capitol and U.S. ment
6. Museums
7. Principal business
8. Dwelling houses (now built of wood)
9. Schools
10. Wealth of citizens
11. The city as a health resort
12. Churches
13. Strange spectacle of men skating in winter in their shirt sleeves.

- I. History of city
- II. Location and climate (1 to 13)
- III. Especially striking peculiarities of the city(11)
  - A. Evidences of its being a health resort
  - B. Absence of wooden buildings (8)
  - C. Public buildings (5)
  - D. Water supply (4)
  - E. Local pride (3)
- IV. Conditions of the people's life
  - A. Economic
    1. Principal occupations (7)
    2. General wealth (10)
  - B. Educational
    1. Schools
    2. Museums
  - C. Religion-Church

### Exercise:

1. Comment of the arrangement of the following series of lectures.

#### MILWAULKEE TRAFFIC SCHOOL LECTURES

1. The public's responsibility in accident prevention
2. Rules of the road and traffic laws
3. Proper turning movements and signals

4. Pedestrian vs. motorist
5. Safety maintenance of motor vehicles.
6. Enforcement of speed laws vs. injuring accidents.
7. The "nut" behind the wheel.

II. Try to construct the original rough list for one of the lectures just listed.

III. Rearrange the lectures and explain what principles you have followed.

Write a topical outline of a composition on one of the following:

1. Building and housing
2. What the health department does
3. The Fire Department. The Police Recreation Department
4. Care of unfortunates, paupers, and cripples
5. Why I am glad I am an American
6. How a bill becomes a law
7. How presidential candidates are nominated
8. How the president is elected
9. How an alien becomes a citizen
10. The aims of our school
11. Waste of time in school
12. Advantages of employment during summer vacation
13. Why go to college?
14. Causes of failure in school
15. Does high school education pay?
16. Value of debating

#### EXERCISES IN OUTLINING

Make brief outlines for 400-500 word compositions on the following subjects.:

1. College slang
2. How I use ~~of~~ my leisure time
2. My methods of memorizing
4. The sophisticated student.
5. How to serve a tennis ball
6. Getting on in a fraternity
7. Saturday Night in a Small town
8. Training Household Pets
9. My favorite buildings

10. Why people collect stamps
11. Activities in high school
12. My home town
13. Gasoline Engines
14. My lost job.
15. Advantages (or Disadvantages) of inter-high school Athletics.
16. Earning money in vacations
17. My pet hobby
18. Advantages (or Disadvantages) of military drills
19. Defects in grade schools (or high schools)
20. Disadvantages of outside work ofr students
21. Havits and haunts of --( a certain animal)
22. College Recr3ations
23. Types of college Students

#### PLANS

WRITE plans for one of the following:

- |                                |                          |
|--------------------------------|--------------------------|
| Division of labor for a debate |                          |
|                                | a campaign               |
|                                | a team                   |
| <del>Dis</del> Divisions of    | a house                  |
| "                              | of otherkind of building |
| "                              | a sonata                 |
|                                | a band, etc.             |

Write a composition based on one of the following outlines.

#### MYSELF

1. Date and place of birth
2. Parents
3. Education
4. Considerations that have brought you to college
5. Ambitions that will influence your record
6. Conclusion

#### WHO I AM

1. Parentage and boyhood (girlhood)
2. Experiences at school
3. Work and play
4. Outdoor life
5. Travels
6. Ambitions

## DEVELOPING THE THEME FROM THE OUTLINE

1. Do not be too strictly governed by the outline. The theme written too rigidly on an unmodified outline is likely to show its rigidity and artificiality.

Let there be plenty of give and take between the outline and the first draft.

2. Do not make a paragraph for each division of the outline. Use common sense.
3. Estimate the approximate number of words you are going to allot to each section of your outline this is known as proportioning.



## PLANNING THE THEME

Directions: The following outline represents the first steps in organization or organizing material for a theme. The ideas were jotted down as they came to the mind of the writer. The subject of the paper is

### "What Makes a Good Roommate?"

1. He must do his share in keeping the room in order.
2. He must not grumble or complain.
3. He must have the ability to take a joke without being angered.
4. He must have a sense of humor.
5. His personality must not be dull or commonplace.
6. He must have interesting ideas of his own.
7. He must show a willingness to cooperate at all times.
8. He must have individuality.
9. He must go to bed on time.
10. He must be willing to join in amusements
11. He must be willing to observe the necessary study hours.
12. He should help in the preparation of difficult lessons.
13. He must have an interesting but amiable disposition.
14. He must never be sarcastic.
15. He must be able to see the humorous side of life.
16. He must not be self-centered.
17. He must turn the lights out when the other person wants to go to sleep.

What Makes a Good Roommate? (continued)

ASSIGNMENT: Group the different ideas under these three main divisions.

- I. He must show a willingness to co-operate at all times.
  - A.
  - B.
  - C.
  - D.
  - E.
  - F.
- II. He must have an interesting and amiable disposition.
  - A.
  - B.
  - C.
  - D.
  - E.
  - F.
- III. He must have a sense of humor.
  - A.
  - B.
  - C.
  - D.
  - E.

## EXERCISES

Assort the terms in each of the following lists into related groups under appropriate general headings.

1. bases, field, first, right center, box, second, left, third, catcher, bat, home, shortstop, pitcher, umpire
2. shelves, history, library, literature, fiction, tables, reference, periodicals, catalog, desk, science, philosophy, languages, art, biography, poetry, drama
3. gyroplane, speed, craft, power, propeller, gear, cabin, rotor, wings, resistance, vanes(?) , load, headlight, aluminum, engine, resistance, hum, taillight.

WARNING

WRITE A COMPOSITION BASED ON THE FOLLOWING OUTLINE:

The Chief Differences That I Observe between  
High School and College

- I. Difference in work
  - A. Highschool work
    1. Periods of attendance
    2. Study and recitation
  - B. College work
    1. Periods of attendance
    2. Study and recitation
- II. The relative freedom of college and high school
- III. The relative intensity of competition in college and high school.
- IV. Intellectual differences between college and high school.
- V. Social differences between college and high school.

STUDY THE FOLLOWING OUTLINES:

PREPARATION FOR WRITING OUTLINES

General Purpose: To persuade

Specific Purpose: To make a short talk about the problems of leisure

Conditions: Time limit, 7 minutes; audience, 18 students, all women who are mostly juniors and seniors, many of whom are studying to be teachers.

Method of division: Need-satisfaction plan.

- I. Children have a great abundance of leisure.
  - A. They have approximately fifteen weeks of vacation.
  - B. They spend only a small part of their time in school.
    1. The school day is short.
    2. They have long week-ends.
- II. Adults have an increasing amount of leisure.
  - A. Men are getting additional leisure.
    1. The five-day week reduces the number of working hours.
    2. The six-hour day reduces the hours of work.
    3. They have a greater number of holidays and vacations.
    4. Early retirement is becoming the rule.
    5. Unemployment brings with it much spare time.
  - B. Women are also getting additional leisure.
    1. New inventions and time-savers shorten the hours of housework, such as
      - a. Vacuum cleaners
      - b. Washing machines

2. Ready-made things take away many tasks, such as
  - a. Clothes
  - b. Food
3. The modern apartment brings more freedom.
4. The employed woman has more leisure after office hours.

III. Education is the only hope in the new problem of the wise use of leisure.

A. The use of leisure may be considered in the curriculum of the schools.

1. Activities of permanent interest should be included.
2. Activities that originate with the individual should be included.
3. The development of personality should be included.
4. The development of physical and mental health should be included.

B. Adult education may be more widely sought.

1. A greater number of adult classes should be established.
2. Adults should be taught the wise choice of interest
3. Physical and mental health should be stresses.

IV. The problrm of leisure is of ever increasing importance and should be given the proper place in the school.

Tressidor, pp. 62-65

## OUTLINING

### Planning by Paragraphs

You may think of outlining by paragraphs. If I were writing a composition entitled "Our School", I should plan to use five paragraphs. I should have the first tell about the school building, the second about the teachers and pupils, the third about the course of studies, the fourth about the various clubs and the athletic association. In the fifth I should try to impress that fact that the school is accomplishing a great work.

By a pupil

The Fire

1.

If I were to write a short composition called "The Fire", I should plan to use but 4 paragraphs. I should call the first par. The Alarm. In it I should tell how the fire bell rang, out on the midnight stillness, how that horrible "Squealer" and the clattering engines went hurrying past, and how the people rushed from their houses and started after the engines. The 2nd paragraph I should name The Rescue and in it tell how the firemen scaled the high ladder and dropped half fainting men and women down into an outstretched net; how they rushed from room to room through the dense smoke in search of lives. The third paragraph I should entitle The Fight, and in it tell how the firemen worked hard all night pouring on water, chopping away portions of the building, and rushing here and there, trying to get ahead of the devouring blaze. The 4th par I should call The Ruins, and in it describe the looks of the buildings as it stood up against the morning sky, and how the firemen and the streets looked when the fire was out.

### 2. Exercise. The Ideal Voice (Organization)

If I were to write a composition on the Ideal Voice, I should have a composition of ---- paragraphs  
In the first paragraph, Continue.



### 3. Exercise.

Read "Her Voice Was Soft" p. 26, in ESSAYS AND ADDRESSES TOWARD A LIBERAL EDUCATION, A. Craig Baird, Gunn and JCompany

If I were going to write a composition on TYPES OF VOICES OVER THE RADIO, I should have a composition of \_\_\_\_\_ Paragraphs. In the first paragraph, etc.

### 4. Exercise Planning by paragraphs

Make a brief statement of the probable number of paragraphs you would require if you were writing a short composition on a topic suggested by the list found below, and what you would try to make each paragraph accomplish .

1. My home
2. My summer vacation
3. My best friend
4. Winter
5. A busy monday
6. The street in which I live

5.

How do speakers indicate paragraphing? Make a list of the different ways a speaker notifies his audience that one is changing the subject.

Select any passage and write down, in shortest form, the topic sentences of 15 paragraphs.

Write a series of topic sentences of your own on a familiar subject. Show how three of these may be developed. Use different methods.

Bring to class examples of six or more good transitional paragraphs. You may find them in any book or magazine, or in your books of readings.