

20.1 Outlining Assignment

Outlining is an important skill for learning, especially as you get into higher grades where more independence is required. This assignment is designed to give you practice with outlining text, along with adding to our learning for this new unit about chemical reactions.

Directions: Read through the outlining format carefully. Then watch the video of me doing the first page of outlining with you. Last, you will open the attached 20.1 textbook pages (page 489-493) and complete the outline for the rest of the section on your own.

***IMPORTANT Note:** In the following outline format, you will see roman numerals for “main topics,” letters for “subtopics,” and numbers for “details.” If you would rather, you could use bullet points (you still need to indent further for each) instead of roman numerals, letters, etc.

General Format for Outlining

Title: (What is the topic of this section of the Chapter?) **(TITLE OF THE SECTION)**

I. Main Topics (GREEN HEADINGS IN YOUR TEXTBOOK) Use roman numerals to list main topics.

A. Subtopics (of above) Read the information below the green heading. Pick out the key points related to this main topic. To write subtopics, indent and use a capital letter.

1. Details (of above) Sometimes specific details are added under subtopics if there are several important pieces of information that relate to that subtopic. For writing details, indent again and label with numbers.

Continue to the next page for important tips....

IMPORTANT TIPS:

***Outlines should not be so long that you are writing paragraphs or even long sentences. However, they should not be so short that you are not explaining the information in a way that will allow you to study effectively later.**

***When deciding what the important information is to include, your outline should always cover main ideas, vocabulary terms with definitions, and the answers to “W” questions. (Ask yourself “Who? Why? When? Where? What? and also, How?”) Don’t forget to pay attention to pictures/diagrams and their captions!**

***To pick out important information, read the section under each green heading. When you finish, ask yourself what were the most important things that you learned about that topic while reading that section.**

***Outlining text depends on the key information that you pick out. As far as the number of subtopics, details, etc., there is not always a “right” or “wrong” way of outlining. However, it is important to read carefully and include all important information.**

WHEN YOU ARE DONE: *Use a highlighter to highlight all main topics. Then use a *different color highlighter* to highlight vocabulary terms.

Let’s do some practice together...

Video Link of me talking you through how to do the first page of the outlining: