

# The Principles of Outlining

## I. Symbols

- A. Use Standard Symbol in the Order Specified
  - 1. Uppercase Roman Numerals
    - a. Core Topics for Each Paragraph That Support Thesis
    - b. I, II, III, IV, V, VI, etc.
  - 2. Uppercase Letters
    - a. Major Statements, Main Points, Claims Supporting Topic of ¶ & Thesis
    - b. A, B, C, D, etc.
  - 3. Numbers
    - a. Supporting Details/Evidence for Main Points (A, B, C, D, etc.)
    - b. 1, 2, 3, etc.
  - 4. Lowercase letters
    - a. Details Explaining the Supporting Evidence
    - b. Points being raised about the Relevancy of the Evidence to the Thesis
    - c. a, b, c, d, etc.
  - 5. Lowercase Roman Numerals
    - a. Minor Details for Deeper Complex Explanations and Evidence
    - b. i, ii, iii, iv, v, vi, etc.
- B. Indentation Reflects Priority

## II. Subordination

- A. Less Important Points fall Beneath More Important Points
- B. Smaller Points Prove/Support the Point Above

## III. Coordination- Points at the Same Level Carry Equal Weight

## IV. Mutual Exclusivity

- A. Equal Strength
- B. Variation and No Repetition

## V. Division

- A. Each Sub. Point is a Division of a Larger Point
- B. Where there is an "A", there must be a "B"
- C. If you cannot create "2" or a "b", then drop the "1" or the "a"

## VI. Writing & Formatting

- A. Period after each symbol
- B. No Complete Sentences
  - 1. Express ideas in Snip its and Fragments
  - 2. No Periods
- C. No Quotes
- D. First Letter of Each Word is Capitalized
  - 1. Except for articles: the, an, a
  - 2. Except for conjunctions: for, and, nor, but, or, yet, so
  - 3. Except for prepositions: at, around, by, after, along, for, from, of, on, to, with, without
  - 4. Except Some Words That are Three Letters or Less

## VII. Organization: Monroe's Motivated Sequence

- A. Introduction: Attention Step
- B. Body ¶ 1: Problem/Need Step
- C. Body ¶ 2: Solution Step
- D. Body ¶ 3: Counter Argument
- E. Conclusion: Future Step & Call to Action

- I.
  - A.
    - 1.
    - 2.
      - a.
      - b.
        - i.
        - ii.

- II.
  - B.