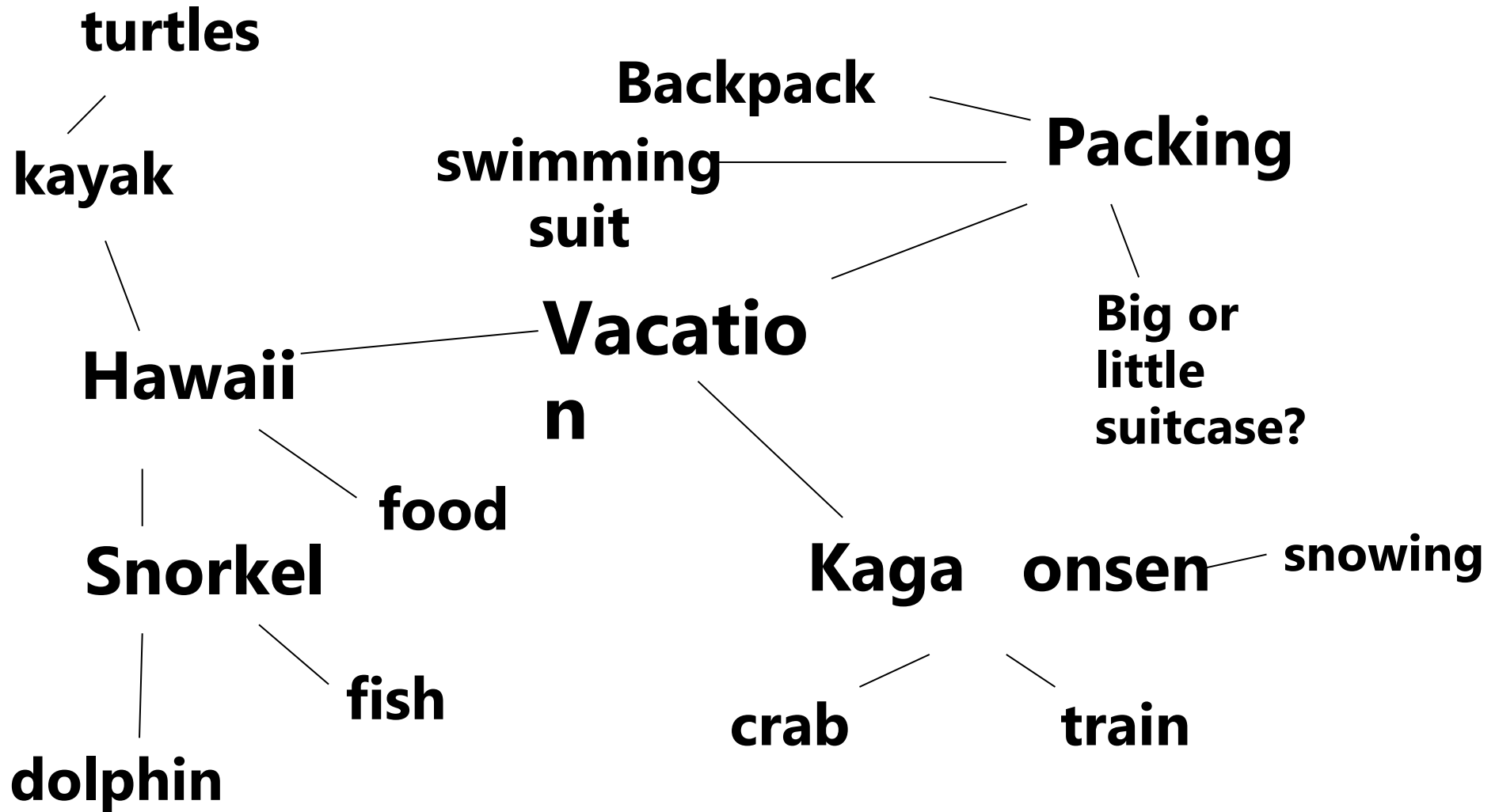


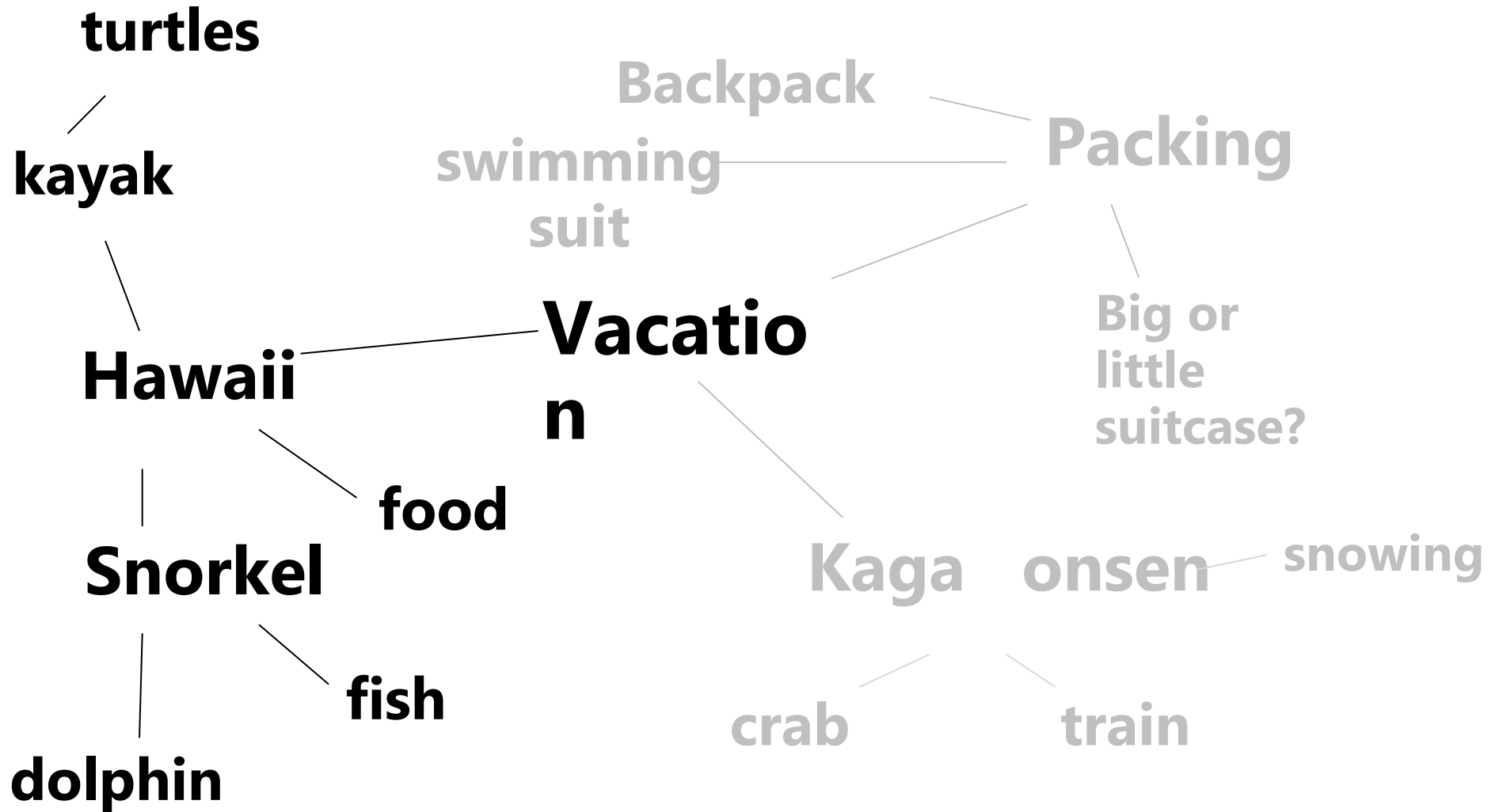
Use an outline

- During the “thinking” process, you choose a topic and think of lots of ideas.
- During the “organizing” process, you choose the best ideas and plan where to use them.
- Use an outline to help you make this plan.

Example: Thinking



Example: Choose the best ideas



Example: Choose the best ideas

- **Vacation**
- **Hawaii**
- **food**
- **Snorkel**
- **fish**
- **dolphin**
- **kayak**
- **turtles**

Example: Choose the best ideas

- **Vacation** ← Write a topic sentence
- **Hawaii** • Vacation + Hawaii + 大喜び
- **food**
- **Snorkel**
- **fish**
- **dolphin**
- **kayak**
- **turtles**

Example: Topic sentence

I had a great time during my vacation in Hawaii.

- food
- Snorkel
- fish
- dolphin
- kayak
- turtles

Example: Make an outline

I had a great time during my vacation in Hawaii.

- food
 - Snorkel
 - fish
 - dolphin
 - kayak
 - turtles
- ← Group similar ideas together

Example: Make an outline

I had a great time during my vacation in Hawaii.

1. Snorkel ← Put main ideas on the left margin.
 - A. fish Mark them with a number.
 - B. dolphin
2. Kayak
 - A. turtles ← Move supporting details right.
Mark them with a letter.

Example: Make an outline

I had a great time during my vacation in Hawaii.

1. Snorkel ← This makes it easy to see where
A. fish to mark transitions in main ideas.
B. dolphin
2. Kayak
A. turtles Try to have *about* equal support
B. bird sanctuary ← for each main idea.

Example: Use an outline

I had a great time during my vacation in Hawaii. *One of the activities I enjoyed was snorkeling. Using a snorkel, I could see lots of colorful fish. I even saw a dolphin while I was snorkeling.* *Another activity I enjoyed was kayaking. While paddling the kayak in the sea, I could see turtles swimming near the surface. Using the kayak I could visit a bird sanctuary on a small island.* It was a fun vacation, so I want to go back to Hawaii.

Use an outline!

- Steps make writing easier.
 - Thinking
 - Organizing
 - Writing
 - Revising
- (*Easier* is not necessarily *easy*, though.)

Why use an outline?

- Outline makes writing organized
 - Don't leave out any good ideas.
 - Don't include any irrelevant ideas.
 - Ideas in logical order

Why use an outline?

- Outline makes writing faster.
 - Organizing finished
 - Know what to write next

Why use an outline?

- Outline improves English
 - Thinking, organizing done
 - Concentrate on English words and grammar
 - See where to add transition signals
 - See when to repeat key words

Why use an outline?

- アウトラインは日本語でもかまわない
 - まず、アウトライン
 - Then, use your English ability to turn it into sentences.

Balanced outlines

- Same kind of ideas, same kind of mark
 1. Main idea
 - A. Detail
 - B. Example
- Specific ideas after bigger ideas
- Each main idea has similar amount of support

Use an outline

I had a great time during my vacation in Hawaii. One of the activities I enjoyed was snorkeling. Using a snorkel, I could see lots of colorful fish. I even saw a dolphin while I was snorkeling. Another activity I enjoyed was kayaking. While paddling the kayak in the sea, I could see turtles swimming near the surface. Using the kayak I could visit a bird sanctuary on a small island. It was a fun vacation, so I want to go back to Hawaii.