

[illegible]

Formal outline activity—extra sheet

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MIXED-UP FORMAL OUTLINE

D. Your Formal Outline will look best done on the computer (3, p. 28).

B. Cut the “paragraphs” of your notes apart (2, p. 36).

1. Write your Works Cited information at the top of your first page of notes (4).

3. All letters, numerals, etc. must line up vertically (3, p. 28).

A. If your Rough Draft was done correctly and saved, writing the Final Draft will be easy (4).

IV. Working Outline

A. Brainstorm with another person (2, p. 14).

B. Your Rough Draft needs correct parentheticals for each bit of information, as well as illustrations(4).

A. Before starting your research, find out how many sources you must have (4).

B. Put the source and page number from your Working Outline into parentheses at the end of each piece of information on your Formal Outline (3, p. 28).

1. Before cutting your notes apart, make sure each “paragraph” has a source and page number (2, p. 36).

VII. Final Draft

B. Be sure not to choose a topic which is too broad for the length of your paper (5, p. 13).

3. Keep the information for one “subdivision” separate from that for other “subdivisions” by leaving a space before and after it (a “paragraph”) (4).

III. Research and Notetaking

1. Use the Internet for research (4).

E. Always do your Rough Draft on the computer and SAVE IT (4).

B. In your Final Draft carefully go through your Rough Draft. Correct all marked mistakes and do any necessary re-writing (4).

C. In your research look for information to go in your introduction (5, p. 20).

1. A Roman numeral for each “subdivision” (3, p. 28).

I. Choosing your topic

D. Keep the “subdivision” from your brainstorm outline in mind as you research (2, p. 15).

D. Illustrations, etc. should be placed in your Rough Draft logically and have a caption (5, p. 24).

B. Where to research (4)

A. Start the Working Outline with one blank piece of paper for each “subdivision” and write the title of each “subdivision” at the top (2, p. 35).

1. When brainstorming, you write the following things on the paper in circles (2, p. 14—16):

C. Include in your Rough Draft a Title Page, a Table of Contents, and a Works Cited page (4).

B. Start brainstorming with a blank piece of paper (2, p. 14).

A. Don’t worry about choosing a topic you know nothing about; the more you learn about something, the more interesting it gets (1, p. 2).

VI. Rough Draft

2. Use the research library at your local public or college library (4).

4. Write the page number from the source next to each “paragraph” (4).

2. Tape or paste each cut “paragraph” on the piece of Working Outline paper where it logically goes (2, p. 36).

II. Brainstorming your paper

2. A B for every A; a 2 for every 1, etc. (3, p. 28).

a. Write and circle anything you already know about the topic (2, p. 14).

A. Start your Rough Draft with an interesting introduction (1, p. 16).

C. A Formal Outline must have the following things (3, p. 28):

2. When your brainstorm is complete, try to group the circles logically (2, p. 14).

V. Formal Outline

6. Write your notes on one side of the paper only (4).

E. Notetaking

A. In your Formal Outline you organize the information on each sheet of your Working Outline logically (3, p. 28).

b. Write and circle anything you think you need to know about the topic (2, p. 14—16).

5. Be sure to write ALL your research information in your own words (4).

2. Give each source a number and write it on each page of notes from that source (4).