

Course: Written Comprehension and Expression

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Week Three: Stages of Writing _ Outlining/ Planning



Objectives

- Understanding outlining basics
- Understanding the difference between main and minor ideas
- Eliminating irrelevant ideas

Last week, you learned how to brainstorm your ideas. This week, you will learn about outlining, an important process for planning paragraphs and other writing assignments. All outlines have the same basic functions.

- They **order** ideas, starting with big ideas (which become *support points*) and moving to related examples and specific details.
- They **group** items that are related to one another.
- They **eliminate** any items that do not fit together.
- Take a look at the following outline, in which key features are noted.

Assigned topic

Write about your workplace

main idea

Three serious problems make my workplace an unpleasant environment.

support point 1

The leadership is poor.
– shift leader plays favourites
– manager is a bad communicator
– I should be a manager
– shift leader and manager don't help with customers

support point 2

The staffing is inadequate.
– only four workers on weekends
– only one cashier
– too many workers call in sick

support point 3

There are serious personality problems.
– manager is insensitive
– older and younger employees argue
– guys harass the girls
– they should hire better people

- The main idea responds to your assigned topic. It connects all the support points and examples that follow.
- The support points are based on the *big ideas* from clusters or lists, and they back up the main idea.
- Related examples are grouped under each support point.
- Unrelated ideas are eliminated.

Activity 1 and 2

Please complete task 1 of organizing your ideas, then

- turn each *big idea* from this activity into a *support point in activity 2*. (The first support point has been provided for you.)
- write each support point as a complete sentence.
- write three related examples below each support point. These examples can be left as short phrases.

2. Assigned Topic: Discuss the benefits of managing your life online.

e-mail friends	improve your virus protection	find your grades
visit celebrity Web sites	find movie schedules	get free Web access
download songs	research your papers	join live chat rooms
socializing online	exchange personal photos	play video games
e-mail your teachers	register for classes	
try Internet dating	finding entertainment options online	

Group 1:

Big Idea: socializing online

Examples:

Group 2:

Big Idea: finding entertainment
options online

Examples:

Group 3:

Big Idea: _____

Examples:

Eliminate two items:

MAIN IDEA

Going online can be beneficial. (BECAUSE...)

SUPPORT POINT 1

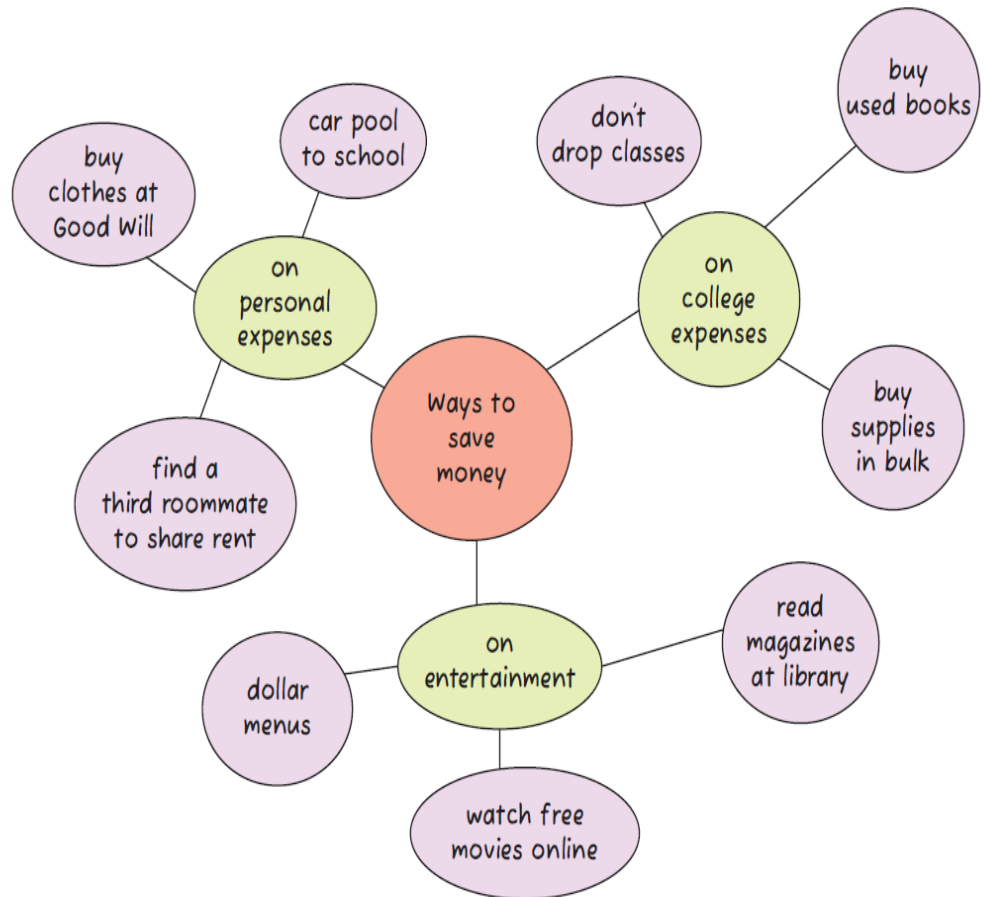
It can help you with school.

SUPPORT POINT 3

SUPPORT POINT 2

Activity 3

Turn this cluster into an outline. Complete the outline underneath



MAIN IDEA.....

SUPPORT POINT 1.....

.....

.....

.....

SUPPORT POINT 2.....

.....

.....

.....

SUPPORT POINT 3.....

.....

.....

Activity 4: Circle the key word or words in the following support points. Then, provide two or three *related examples* for each point

MAIN IDEA

I like spending time with friends (because...)

SUPPORT POINT 1

I can be myself around them.

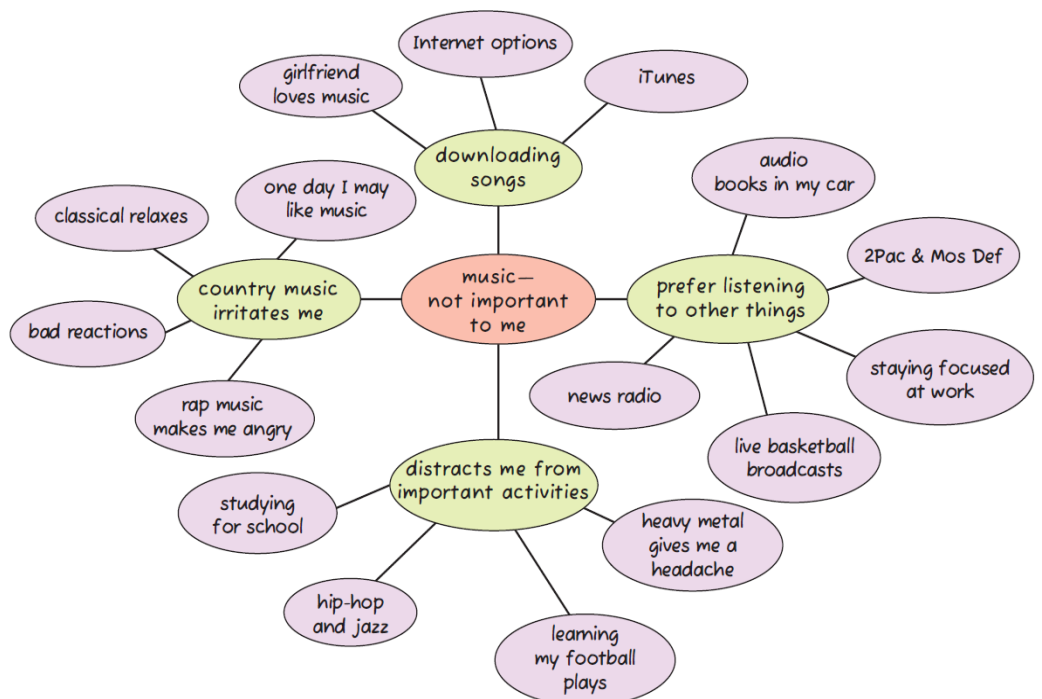
SUPPORT POINT 3

We have a lot of fun together.

SUPPORT POINT 2

They help me in different ways.

Activity 5: Move the items from the cluster to the outline form. Start by filling in the *main idea* and the *support points*, putting the support points in an order that makes sense to you. Both the main idea and support points should be stated as complete sentences, and the main idea should include some key words from the assigned topic. Go back and fill in the related examples for each support point, eliminating items that do not fit.



OUTLINE