

KCHU 228 Introduction to Philosophy Study Guide

HOW TO WRITE AN INFORMAL OUTLINE

Informal outlines are made in numerous different ways and used for a variety of purposes. An informal outline is similar to the type of outline you are probably used to seeing except it contains no Roman Numerals and sometimes no numbers or symbols at all. Instead of using III., a., 1., to organize thoughts, one simply indents. Below are examples of formal and informal outlines. The outline contents offer more advice on how to make informal outlines that work well for you.

I. Formal Outlines

a. Strengths

1. An efficient and detailed way to express how information is organized.
2. Organizes subtopics under major topics; examples under concepts, etc.

b. Weakness

1. Can take longer than necessary.
 - a. students start thinking more about where the numerals and letters go then the ideas they're trying to summarize
 - b. Difficult to use with writers or lecturers who give evidence before their conclusion or just generally talk/write in a way that doesn't follow the traditional outline format.

II. Informal outlines

a. Strengths

1. Save time by using indenting or using one's own personal symbols to organize info in the same way.
2. Is easy to go through later and correct if something in the outline is out of place.
3. Generally less intimidating.

b. Example-- see sample informal outline below

Informal Essay Outline Template

Paul MacRae



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