

Name _____ Per _____ Date _____

Basic Outlining Format Guide for Chapter Outlines

Title of the Chapter

I. Topic of First Main Section of the chapter (include definitions, explanations, details and page numbers)

A. First Main Point under the First Main Section of the chapter (include definitions, explanations, details and page numbers)

1. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
2. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
3. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint

B. Second Main Point under the First Main Section of the chapter (include definitions, explanations, details and page numbers)

1. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
2. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
3. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint

C. Third Main Point under the First Main Section of the chapter (include definitions, explanations, details and page numbers)

1. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
2. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint
3. Subpoint under the Main point
 - a. Detail and/or definition for the subpoint

II. Topic of Second Main Section of the chapter (include definitions, explanations, details and page numbers)

—Continue Outlining Following the Section I guide that includes subcategories, sub-subcategories, definitions, details and page numbers.

The Outline is to be used as your study guide for the chapter, so the more complete it is, the better prepared you will be to take the Chapter quizzes and the Unit Exams.

**** Note: Word is rather annoying with auto-formatting sometimes. You can do a few things.**

1. Go to the format menu, choose auto format, and then click the options button and look at the various tabs in that section and turn off certain auto things like automatically numbered lists.

2. Type just text for your outline and then go back and add your roman numerals and letters, etc. The auto format features usually happen after you have hit the "enter" key on the keyboard, so by going back over the outline and adding the roman numerals later, you avoid hitting the enter key.

Mckay Textbook Chapter Outlines

**John P. McKay, Bennett D. Hill, John
Buckler, Clare Haru Crowston, Merry E.
Wiesner-Hanks, Joe Perry**

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