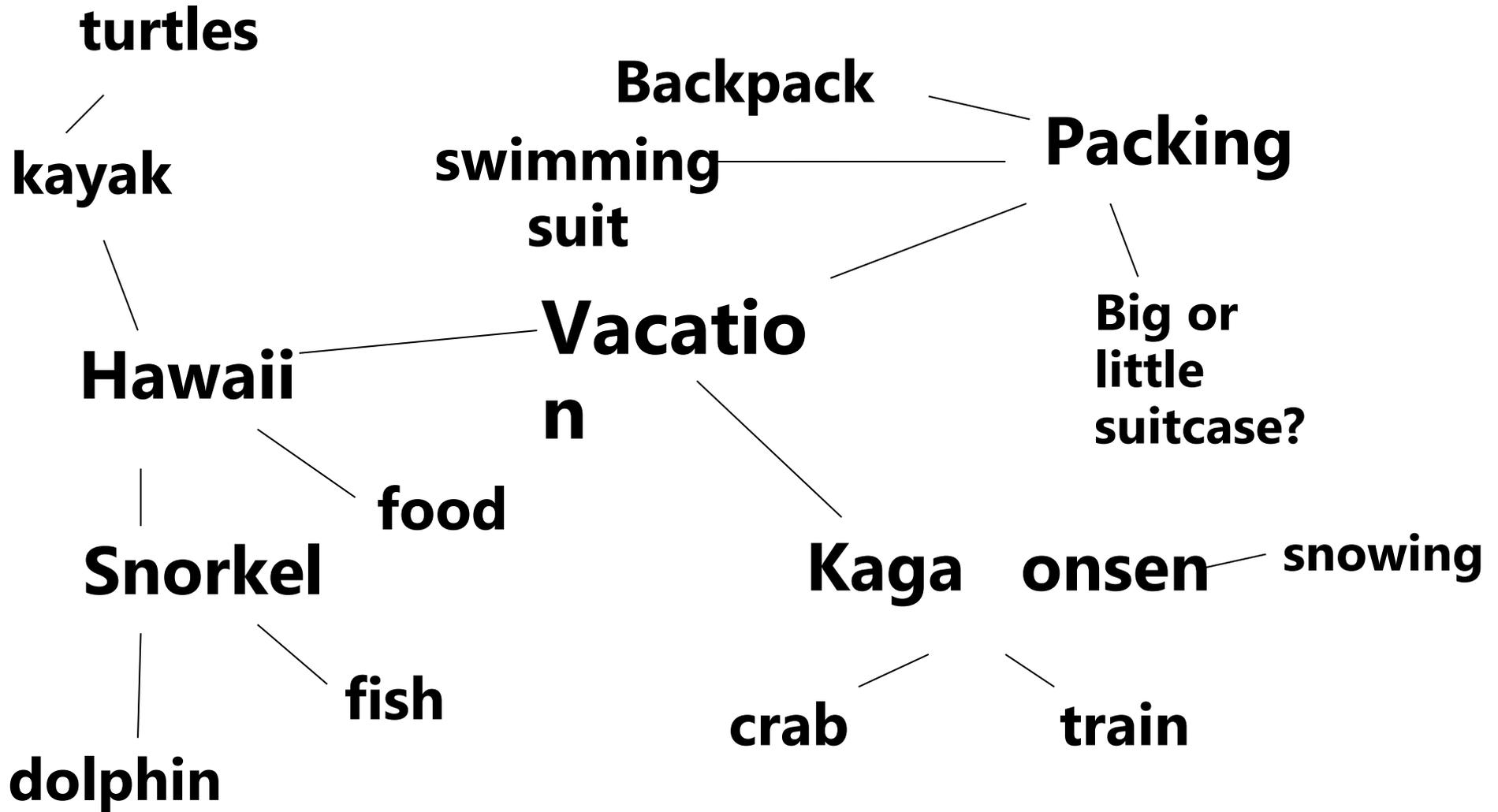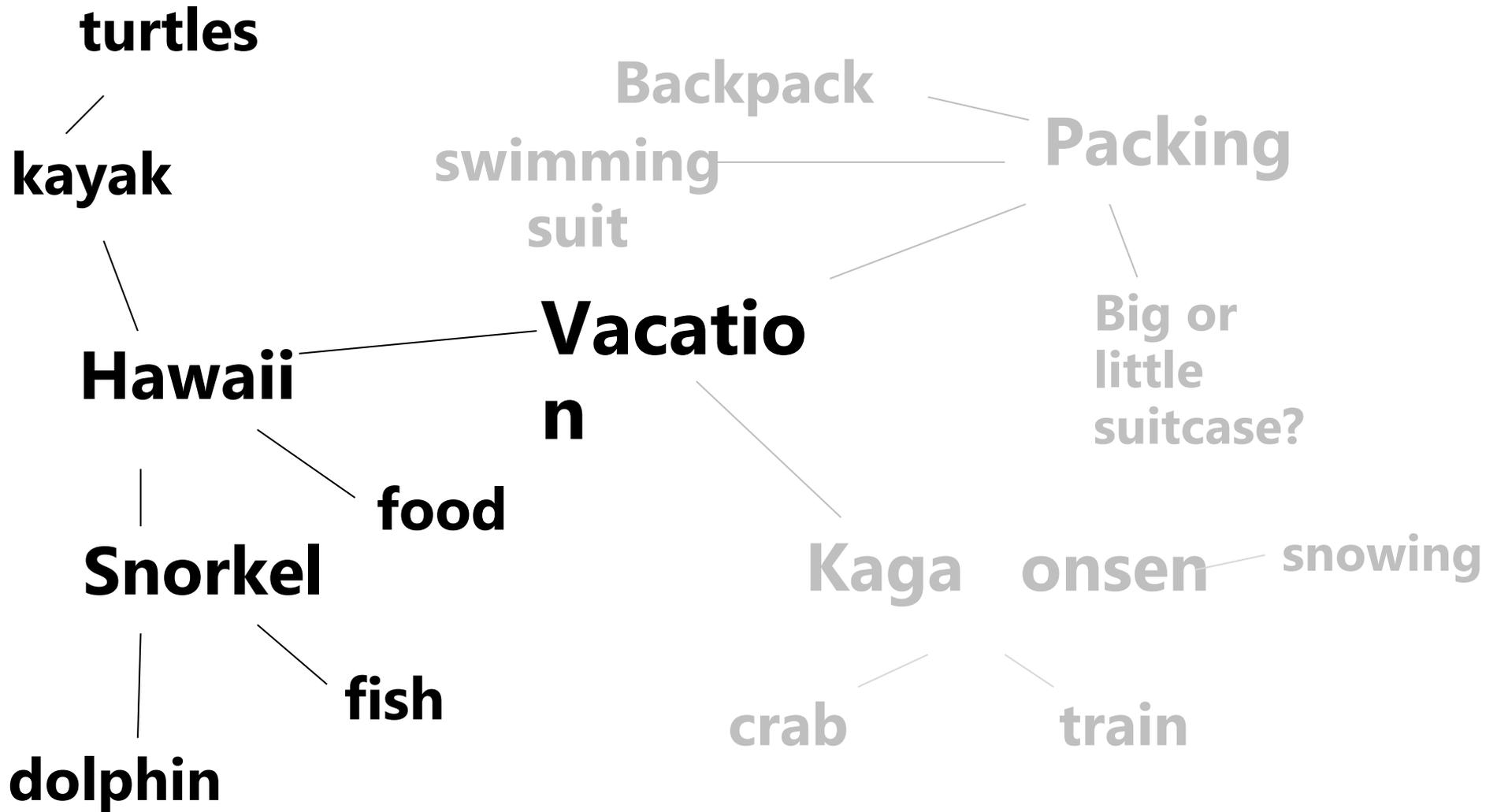# Use an outline

- 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

turtles

kayak

Backpack

swimming suit

Packing

Vacation

Big or little suitcase?

Hawaii

food

Snorkel

Kaga   onsen   snowing

fish

dolphin

crab   train

Example: Choose the best ideas

turtles

kayak

Backpack

swimming suit

Packing

Hawaii

Vacation

Big or little suitcase?

food

Snorkel

Kaga   onsen   snowing

fish

crab   train

dolphin

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

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.