LHS Social Studies Name/Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AY2017

**Creating an Effective LHS Outline**

**Why outline?**

Making an outline is a critical part of formal and academic writing and reading. Outlines help you create good structure for your writing and digital presentation (like slide shows). An outline also helps make sure that you fully understand complex material that you have read. The Social Studies Department at Lowell has a primary focus on effective reading, writing, and digital presentation in the social sciences.

**How do I create an outline?**

There are many ways to create an outline. For all of the different ways, you can look at the Purdue University Online Writing Lab (OWL). The link is **owl.english.purdue.edu.** The type of outline that we focus on at LHS is called the “traditional” or “alphanumeric” outline. We will call it the LHS outline here. It uses Roman Numeral, Letters, and Arabic Numerals.

To create an outline, you must identify **main topic(s), subtopics, and details.** Your outline should have a **title, source** (if it is a reading outline, you should say where it comes from), **date of creation,** and your name/teacher/class.

**What are the parts again?**

The **main topic(s)** are the **major theme(s)** of what you are reading or writing. There might be one or several, depending on the complexity of what you are reading or writing. **Subtopics** are the **smaller themes or ideas** that support the main topic. **Details** are the **facts that are included in subtopics.** You usually will have several subtopics under a main topic. You may have several facts under each subtopic.

**How do I organize it?**

The organization of the **LHS OUTLINE** is as follows. (Remember that the number of topics, subtopics, and details will depend on your specific reading or writing/digital presentation):

Name/Teacher/Class

Date

Source of material [if it is a reading outline]

TITLE

I. TOPIC #1

A. Subtopic

1. Detail

2. Detail

B. Subtopic

1. Detail

2. Detail

C. Subtopic

1. Detail

2. Detail

II. TOPIC #2

A. Subtopic

1. Detail

2. Detail

B. Subtopic

1. Detail

2. Detail

C. Subtopic

1. Detail

2. Detail *etc.*

*There is a Sample Outline on the other side of this page.*

**SAMPLE LHS OUTLINE**

**Biff McSamnang / Mr. Gallagher / Seminar**

**October 31, 2013**

**Reading outline from PBIS Seminar Material on Determination**

**DETERMINATION**

I. Determination is part of our LHS Core Values.

A. It is part of five core values: RIDER.

1. It started in the Freshman Academy.

2. The other core values are responsibility, integrity, engagement, and respect.

B. Determination means persistence.

1. Persistence means that you keep trying something, even if it is hard.

2. Determination is important for success.

3. Determination is hard for most people.

II. Determination is something that you can help other students to have and others can help you, too.

A. If you see someone who wants to give up, encourage them to keep going.

1. This is something that friends do for each other.

2. This is something your friends should do for you.

B. If you are having a hard time with determination talk with your teacher.

1. You also can talk with your guidance counselor or mentor.

III. If you have determination, you will have the satisfaction of accomplishing what you start.

A. A sense of accomplishment helps you have better determination in the future.

B. Accomplishing projects and tasks is the most important part of being successful.

Name/Teacher/Class : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source of material [if it is a reading outline]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I. TOPIC #1

A. Subtopic

1. Detail

2. Detail

B. Subtopic

1. Detail

2. Detail

C. Subtopic

1. Detail

2. Detail

II. TOPIC #2

A. Subtopic

1. Detail

2. Detail

B. Subtopic

1. Detail

2. Detail

C. Subtopic

1. Detail

2. Detail