An outline is a short summary in the form of headings and subheadings. It is a presentation of the most significant information shown in a way which highlights relationships and relative importance.

1. **Purpose of an outline:**
   a. To organize important information
   b. To aid in understanding and learning
   c. To develop logical thinking
2. **How to prepare an outline:**
   a. Use bullets or numbers/letters to begin each line
   b. Indent to show information related to the information above it
   c. Use key words, phrases, or sentences
      i. Each style has its advantages
   d. Add enough explanation to enable understanding, but don’t try to write down every word.
   e. Should be readable
3. **When to use an outline:**
   a. Taking notes during a meeting or class (*see example below*)
   b. Reviewing and studying before an exam
   c. As an aid in expression, written or spoken:
      i. Can be used to plan a paper before you begin writing (*see example below*)
      ii. Or to plan what you will say in a presentation

**Example: Essay outline**

1. Introduction
   a. Background
   b. Thesis statement
2. Body Paragraph #1
   a. Topic sentence
   b. Supporting evidence
   c. Supporting evidence
3. Body Paragraph #2
   a. Topic sentence
   b. Supporting evidence
   c. Supporting evidence
4. Body Paragraph #3
   a. Topic sentence
   b. Supporting evidence
   c. Supporting evidence
5. Conclusion
   a. Brief summary of points
   b. Restated thesis
   c. Closing thoughts

**Example: Lecture outline**

- **Rock Types**
  - Igneous – 95% of crust
    - Formed when lava/magma cools
      - Rocks underground = intrusive
      - Rocks outside = extrusive
        - Ex: tuff, obsidian, pumice
  - Sedimentary
    - Sand, gravel @ bottom of lakes/oceans
    - Forms into layers, squeezed into rock
    - Fossils found here
    - Ex: Limestone, shale, sandstone
  - Metamorphic = “change form”
    - Changed by heat & pressure
      - Formed by being underground
      - Of tectonic movement
    - Ex: 
      - shale → slate
      - sandstone → quartzite
      - limestone → marble
- **Rock Cycle** – how rocks change into diff. rock types
  - Magma underground
    - Crystallized → ign. rock
  - Broken into sediment
    - Layers → sed. rock
  - Rocks pushed underground
    - too deep = igneous