

Reference 81: Parallel Form for Outlines

Parallel Form

1. All the main topics in an outline should be in parallel form. This means that all the main topics should begin in the same way: all nouns, all verbs, all noun phrases, all verb phrases, all prepositional phrases, etc. If necessary, change or rearrange the words of your outline so they are parallel.

(I. Inside chores II. Outside chores III. Miscellaneous chores)

or

(I. My inside chores II. My outside chores III. My miscellaneous chores)

2. All the subtopics under Roman Numeral II must be in the same form. The subtopics under Roman numeral III must be in the same form, but Roman Numeral II subtopics do not have to be in the same form as Roman Numeral III subtopics, etc.

(A. Keep bedroom clean B. Empty trash C. Wash dishes) (A. Mow lawn B. Wash car)

3. All the details under Subtopic A must be in the same form. The details under Subtopic B must be in the same form, but Subtopic A details do not have to be in the same form as Subtopic B details.

(1. Make bed 2. Hang up clothes)

Reference 82: 13 Steps for Researching a Topic and Writing a Report

- Step 1: Select a narrowed topic.
- Step 2: Make a topic outline guide.
- Step 3: Select sources by skimming.
- Step 4: Make a bibliography card for each source selected.
- Step 5: Take notes.
- Step 6: Organize note cards.
- Step 7: Write an outline.
- Step 8: Write a rough draft.

- Step 9: Edit the rough draft.
 - Step 10: Write the final outline.
 - Step 11: Write the final report.
 - Step 12: Put the final report and all related research work in the correct order.
 - Step 13: Hand in final report and all related papers.
- (Note: Make sure you write everything except your final outline and report in pencil.)

Reference 83: (Step 1) Select a Narrowed Topic

Topic: Famous People
Narrowed Topic: Benjamin Franklin
Final narrowed topic: Benjamin Franklin's Accomplishments