

HOW CAN I ORGANIZE MY INFORMATION?

It will be helpful to organize information before you begin writing.

GROUP YOUR NOTE CARDS. Arrange your note cards in piles according to subject matter, suggesting major headings to outline your report.

WRITE A THESIS STATEMENT. In one sentence, state your main idea. Keep revising this sentence until it reflects your findings accurately.

The 1987 supernova was an important astronomical event.

Since this statement does not explain why the event was important, the student might revise the thesis as follows:

The 1987 supernova was an important astronomical event because scientists learned a lot from it.

However, this statement is still too general. Therefore, the final thesis statement must focus on specific findings:

The 1987 supernova provided answers to certain cosmic mysteries that had puzzled astronomers for centuries.

MAKE AN OUTLINE. Give each pile of note cards a label reflecting what they cover and arrange them in order. Use the labels as major topic headings in your outline, then sort each pile into smaller piles, and label subtopics. Include "introduction" and "conclusion" headings. This technique will help you to identify the main points of your paper.

MODEL

Roman numerals designate topic headings.

Capital letters designate subtopic headings. There must be at least two subtopics under a main topic—or none at all.

Arabic numerals and lowercase letters designate further subdivisions of a topic.

Supernova 1987

I. Introduction

II. Characteristics of supernovas

A. Frequency of occurrence

B. Behavior of supernovas

1. Start as huge, dying stars

2. Explode brightly

a. Create cosmic dust clouds

b. Tiny cores remain

III. Importance of 1987 supernova

* phrases only
* Capitals at beginning
* no periods

- major topics
- subtopics

to general

- like what? say what they learned!

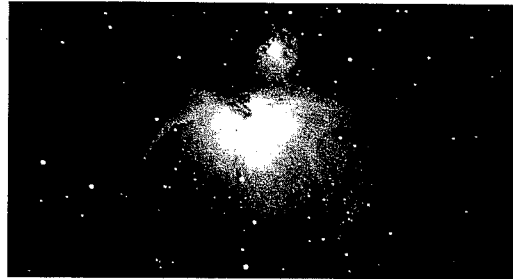
The preceding example shows the beginning of a formal phrase outline. A formal sentence outline would begin in the following way:

MODEL

- I. Introduction
- II. Supernovas have several unusual characteristics.
 - A. Supernovas occur much more rarely than novas.
 - B. Supernovas exhibit unusual behavior.
 - 1. They begin as unusually large, dying stars.
 - 2. They explode with unusual brightness.
 - a. Explosions create cosmic dust clouds.
 - b. Only tiny cores remain after the explosions.

For more on outlining, see p. 22.

** Complete sentences at beg. of each sentence*
** Capitals at end*
** periods at end*



If you are asked to submit a formal outline with your report, use either phrases or complete sentences—not both—for all headings.

OUTLINE

A standard outline lists main ideas and supporting ideas for a topic. Here is an outline written in words and phrases.

The Threat of Acid Rain

Thesis statement: Although acid rain threatens plants and animals worldwide, the problem can be solved if people and government work together.

- I. Composition of acid rain
 - A. Natural acidity
 - 1. Volcanic activity
 - 2. Sea spray and decaying vegetation
 - B. Introduced acidity
 - 1. Power plants
 - 2. Industry
 - 3. Homes and vehicles
- II. Effects of acid rain
 - A. Lakes
 - B. Forests
 - C. Crops
 - D. Human health
- III. Remedies for acid rain
 - A. Liming
 - B. Pollution reduction
 - 1. Coal washing
 - 2. Desulphurization
 - 3. Limestone injection
 - 4. Integrated gasification
 - C. Regulation
 - 1. Federal regulation
 - 2. Worldwide regulation



** This says what you will talk about*

- What it is
- How created

- Effects

- Remedies

Formal Three-Part Outline: Introduction, Body & Conclusion

NOTE: Formal outlines require a special numbering system. If you have a I, you must have a II. If you have an A, you must have a B. If you have a 1, you must have a 2, and so on:

The traditional outline has three sections:
introduction, body, and conclusion.
The basic model looks like this:

Title

- I. Introduction
 - A. The background
 - B. The thesis statement
- II. Body
 - A. First major category of support
 - 1. Supporting detail
 - 2. Supporting detail
 - 3. Supporting detail
 - B. Second major category of support
 - 1. Supporting detail
 - 2. Supporting detail
 - C. Third major category of support
 - 1. Supporting detail
 - 2. Supporting detail
- III. Conclusion
 - A. Review of the major categories of support
 - B. The answer, solution, or final option

Example:

Alcohol Testing for Mass Transportation
Employees

- I. Congress mandates testing for transportation employees
 - A. Background on why
 - B. Explanation of new policy
- II. How and why alcohol testing is used
 - A. Circumstances for Alcohol Testing
 - 1. Pre-employment
 - 2. Post-accident
 - 3. Reasonable suspicion
 - 4. Random
 - 5. Return to duty/follow-up testing
 - B. Method of Alcohol Testing
 - 1. Blood
 - 2. Urine
 - 3. Breath
 - 4. Performance
 - C. Options for Alcohol Abusers
 - 1. Retesting
 - 2. Treatment
 - 3. Termination of employment
- III. Conclusion
 - A.
 - B.

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NAME _____ DATE _____

Type of Speech _____

Purpose of Speech _____

Introduction:

- I.
 - A.
 - 1.
 - a.
 - b.
 - 2.
- B.
 - 1.
 - 2.

Body:

- II.
 - A.
 - 1.
 - 2.
 - B.
 - 1.
 - 2.
 - C.

Conclusion:

- III.
 - A.
 - 1.
 - 2.
 - B.

(3)

- Color TV

- 1st family in neighborhood
- 3 channels

- Most embarrassing moment

- 10 yrs old
- Try smoking w/ sisters
- Dad came home - ANERY
- Never smoked again

(4)

- Tourtelotte

- Soccer, Basketball, Baseball until junior year - knees were so bad couldn't play anymore

- Memories HS.

- Being w/ my Mom - Jan - went to Putnam
- met at Hurlbaldoo Club in Dudley, MA

(1)

The DC - written by Dan Brown. 49, Born June 29, 1964. grew up in Exeter, New Hampshire. oldest of 3 children. mother was a professional musician & father was a prominent mathematics teacher at Phillips Exeter Academy. graduated from Amherst College and then later attend and graduated from Phillips Exeter Academy in 1980. Dan Brown was recently named one of the World's 100 most influential people by TIME Magazine. He made appearances on CNN, The Today Show, and many others. Dan Brown is the author of numerous best-selling novels. ~~the~~ Some other books he has written are, Angels and Demons, Digital Fortress, and Deception Point, and the Da Vinci Code,

(2)

which was published in 2003. In early 2004, all four of Dan Brown's novels earned spots on the New York Times best-seller list during the same chapter. - This book was confusing to read. In order to understand this book, you really had to be focused. This book is based on the controversial principle that there is conspiracy within the Roman Catholic Church to cover up the true story of Jesus. This book has helped to produce a popular interest in rumors concerning the Holy Grail legend and the role of Mary Magdalene in the