**INFO SHEET #5: Expanding an Outline**

**Competency**

**MELC:** **EN8WC-IIIc-1.1.6:** Expand the content of an outline using notes from primary and secondary sources.

**Objectives**

After the end of the lessons, the learners are expected to be able to:

1. Define an outline and distinguish two ways of writing an outline;

2. Differentiate primary from secondary sources and;

3. Expand the content of an outline using notes primary and secondary sources

**Key Information**

**Expanding an outline**

An **outline** is a blueprint or plan of your paper. It shows the order of the various topics and the relationship between the various parts. It is a way of formally arranging and developing your ideas and helps in organizing your paper.

The two main types of outlines are the **topic outline** and the **sentence outline**. The major difference between the two is simply that while the headings in a topic outline are only a word or phrase, the headings in a sentence outline are complete sentences.

In the typical structure of an outline, the headings, which are the main topic of each section, are accompanied by a Roman numeral. Under the headings, further ideas are marked with a letter. Ideas beneath the letter are marked with a number, and sub-ideas of those ideas are marked with a lower-case letter.

## Each section of an outline should also move from the general to the specific. The heading of each section of the outline should be a general idea in support of the thesis. Under that main idea is supporting information—specific evidence about your subject that bolsters the idea.

## **Sample outline**

This is a rough idea of the format an outline can have:

1. Main idea
   1. Secondary or supporting idea to main idea I
   2. Secondary or supporting idea to main idea I
      1. Secondary idea to B
      2. Secondary idea to B
         1. Secondary idea to 2
         2. Secondary idea to 2
2. Main idea
   1. Secondary or supporting idea to main idea II
   2. Secondary or supporting idea to main idea II
   3. Secondary or supporting idea to main idea II
3. Main idea
4. Main idea

To expand or add details to your outlines, you will need to take down notes from primary and secondary sources of information.

**Primary Sources** provide raw information and first-hand evidence or account of an event or time period and are considered to be authoritative. They represent original thinking, reports on discoveries or events, or they can share new information. Often these sources are created at the time the events occurred, but they can also include sources that are created later. They are usually the first formal appearance of original research.

**Secondary sources** provide second-hand information and commentary from other researchers. It involves description, analysis, synthesis, interpretation, or evaluation of primary sources.

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| --- | --- | --- | --- | --- | --- |
| **Primary Sources** | | | **Secondary Sources** | | |
| interview transcripts | correspondence | research reports | journal articles | political commentary | atlas |
| statistical data | biographies | creative art works | reviews | dissertations | biographies |
| works of art | autobiographies | newspaper ads | academic books | essays | criticism of literature |
| diaries | speeches | editorial/opinion pieces | dictionaries | magazine article | journal articles that analyze research |
| original documents | birth certificates | government documents | encyclopedias | newspaper |

**Proposed Performance Tasks**

**Outline Me!**

**Directions**: Choose one topic from those given below or you may choose your own topic not listed below.  Then, come up with a blueprint or an outline based on your chosen topic.

**TOPIC OPTIONS:**

\*The Best Smartphone to Use

\*Setting Time Limit for Internet Use

\*Educational Online Game

\*Longer Summer & Christmas Breaks

\*Buying Products Online

\*Importance of Family / Friends