**Outlining**

Outlining is a great tool to help organize information in a highly organized and short way. It is a plan of sorts. It usually takes the form of a list that is divided into headings, subheadings, etc. These are often organized using a series of Roman numerals (I, II, III, IV, V), then capital letters (A, B, C, D) followed by standard numerals (1, 2, 3, 4) and then lowercase letters. Each is used to show a relationship between ideas. Thus, the biggest ideas (main headings) use Roman numerals, while the next biggest ideas, but ones that support the main headings use capital letters, and then the next level down uses numbers. Many computers and word processing programs have outlining options.

EXAMPLE:

1. Comparing Colonies
2. Introduction
3. Britain had 13 colonies in North America
4. Economy: the way in which people use resources to produce, sell or trade goods and services for their needs and wants.
5. The New England, Middle and Southern Colonial Regions
   1. People came to different regions for differing reasons
   2. New England Colonies:
   3. Massachusetts Bay, NH, RI, CT
   4. Geography: rocky soil, harsh winters, large forests, good harbors
   5. Economy: fishing, whaling, lumbering, shipbuilding, small farming
   6. Other: Religion very important in the New England Colonies
6. The Middle Colonies:
   1. New York, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, etc…
7. Massachusetts Bay: New England Colony

\*\*\*Once again, color coding helps to organize…highlight or write information on various regions in the color shaded on the map in the book\*\*\*\*\*\*\*

Other notes: remember that information is leveled and that information at the same importance level needs to be the same type/font/outline (ex: all chapter headings should be Capital letters)