**How To Do a Chapter Outline**

**The Basics:**

1. Create an alpha/numeric outline. Check online for additional clarification.
2. At the beginning of each chapter is a brief anecdote. It is usually a personal story of sorts that has a background and makes a connection to the overall theme of the chapter. That may not seem clear at first, but after you read the entire chapter and go back to the anecdote, you will see the connection. For the first 5 – 8 lines on your paper….leave them blank until you have finished reading the chapter. Then, go back and write a brief summary of the anecdotal introduction to the chapter and explain its significance overall. Be specific.
3. All bold prints and colored words should be detailed in your outline as major sections.
4. You must provide a 1 – 3 sentence summary for EACH paragraph.
5. You do not have to outline the insert passages, maps, charts, graphs, etc… just the main text.
6. The first four or five chapters will take you some time and may be a challenge to you. Persevere; you will get better and faster at it. This is a skill that will last you a life time. You may very well forget what you read and write, but I assure you, the development of the skill of outlining will stay with you through college and beyond.

SCORING: Accuracy 34% Neatness 33% Completeness 33%