

# Outline

An **outline** organizes information about a topic. Before writing a research report, use your notes to make an outline.

- For most outlines, use words and phrases, not complete sentences. You may use abbreviations.
- Use Roman numerals for the main topics.
- Use capital letters for subtopics.
- Use numbers for details about the subtopics.

Title tells topic of outline.

## Popular Pet Birds

### I. Parrots

There is no *A* unless there is a *B*, no *I* unless there is a *2*. Details about native homes are included with subtopic.

**A. Native Homes—warm, tropical areas**

**B. Appearance**

**1. 3 in. to 3 ft. long**

**2. Brightly colored**

**C. Special Features**

**1. Noisy, sociable**

**2. Can learn to talk**

Every topic, subtopic, and detail begins with a capital letter.

### II. Hua Mei

**A. Native Homes—forests of So. China**

**B. Appearance**

**1. 4–5 in. long**

**2. Grayish-yellow with black speckles**

**C. Special Features**

**1. Can be taught to sing**

**2. Name means “painted eyebrows”**