

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”