

# THE PARTS OF AN OUTLINE

Answer the questions below, based on the following outline.

## Food from Plants

### I. Fruits

#### A. Citrus

1. Orange
2. Grapefruit
3. Lemon

#### B. Berries

1. Raspberries
2. Strawberries

### II. Vegetables

### III. Grains

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1. What is the TITLE of the outline? \_\_\_\_\_
  2. How many paragraphs are going to be in this report? \_\_\_\_\_
  3. What is the MAIN TOPIC of the second paragraph? \_\_\_\_\_
  4. What are the SUBTOPICS under "Fruit"?  
1st Subtopic: \_\_\_\_\_  
2nd Subtopic: \_\_\_\_\_
  5. What are the DETAILS under "citrus"? \_\_\_\_\_
  6. How many DETAILS are under "berries"? \_\_\_\_\_

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Answer the questions below.

## 1. What does the **TITLE** of an outline tell you?

- a) How many paragraphs are in the report
- b) What the report is about
- c) The number of details in the subtopics
- d) Where to put the Roman numerals

## 2. What does the **MAIN TOPIC** of an outline tell you?

- a) How many details are in the report
- b) What the report is about
- c) How many subtopics you should include
- d) What each paragraph is about

## 3. All **MAIN TOPICS**, **SUBTOPICS**, and **DETAILS** are indented. What does that mean?

- a) Long
- b) Obvious
- c) Moved in
- d) Unclear

## 4. Complete the sentence in your own words:

Writing an outline can help me \_\_\_\_\_  
\_\_\_\_\_

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Put the correct Roman numerals, letters, numbers, and periods in the outline below.

Title

- Main Topic
  - Subtopic
  - Subtopic
    - Detail
    - Detail
- Main Topic
  - Subtopic
  - Subtopic
- Main Topic
  - Subtopic
    - Detail
    - Detail
  - Subtopic
    - Detail
    - Detail
  - Subtopic
    - Detail
    - Detail
    - Detail