

EXAMPLE OF ROMAN NUMBER OUTLINING

Creation of a Nation

(An outline always has a title that tells you what the outline is about)

I. The American Revolution (1776 –1783)

A. The Early Years of the War

Use Roman numerals for each main topic. Write each main topic in the same way. Write in sentences or phrases, but capitalize the first word. A main topic is a very important idea and is comparable to the headings in textbooks. Use a capital letter before each subtopic: A,B,C, etc. Indent subtopics under the main topics. Subtopics give more information about the main topic. Use an Arabic numeral for each detail under subtopics: 1,2,3,etc. Indent details under subtopics. A detail is an extra piece of information that helps make the subtopic clearer.

1. Americans Divided

- a. 40-50% Patriots**
- b. 20-30% Loyalists**
- c. Thomas Paine**

(1) Common Sense

d. Continental Congress in Philadelphia

2. Creating an Army

- a. George Washington (CINC)**
- b. Four Major-Generals Selected**
- c. Continental Army**

(1) 17,000 total at any one time in uniform

3. Struggle for the Middle Colonies

- a. British led by General William Howe**
- b. Battle for New York**

Notice it is not written in complete sentences; but instead it reflects a paraphrasing approach.

Sentences should be clear, concise and to-the-point and not more than SEVEN words in any one line.

Notice how the headings go from very broad topics to narrow details; also, watch the consistencies of the indenting.

Notice how the indentions are lined up under each other.

Lower case letters and numbers in parenthesis indicate facts, details, specifics, etc.

Blank Roman Numeral Outline Template

Louis Paul



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Who Is My Brother? Louis Paul, 1943 **Tipster Text Program Phase 3** Academic Press, 1999 Research Activity and Writing Walter Byron Crawford, 1967 Exam 77-881 Microsoft Word 2010 Microsoft Official Academic Course, 2011-09-21 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Access 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Public Speaking** W. A. Kelly Huff, 2008 Why are you speaking what is your purpose your topic Who comprises your audience and how will they be affected by your message How will they react What are supporting materials where does one find them and how does one incorporate them into presentations These questions and more are addressed in this accessible introduction to public speaking The reader will learn all the tools of giving an effective public presentation including how to put a speech together how to choose supporting materials and strategies for how one should look sound and act while delivering a speech The book addresses different types of speeches and provides suggestions for how to cope with the fear of public speaking and how to turn that fear to one s advantage Practical and useful Public Speaking A Concise Overview for the Twenty first Century is a roadmap that helps its readers navigate the challenges of effectively conveying thoughts ideas and messages from one person to another **Office Word 2003** Robert T. Grauer, Maryann Barber, 2004-02 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems Best Practices in Writing Instruction, Third Edition Steve Graham, Charles A. MacArthur, Michael A. Hebert, Michael Hebert, 2018-12-27 Well established as a definitive text and now revised and updated with eight new chapters this book translates cutting edge research into effective guidelines for teaching writing in grades K 12 Illustrated with vivid classroom examples the book identifies the components of a complete high quality writing program Leading experts provide strategies for teaching narrative and argumentative writing using digital tools helping students improve specific skills from handwriting and spelling to sentence construction teaching evaluation and revision connecting reading and writing instruction teaching vulnerable populations using assessment to inform instruction and more New to This Edition Chapters on new topics setting up the writing classroom and writing from informational source

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How to Teach the Best Research Paper Ever! Elisabeth Blandford, 2009-04-14 At last A teacher manual that has what you need and what you want How to Teach the Best Research Paper Ever is the companion to the student text How to Write the Best Research Paper Ever In it you will find that this curriculum and the way in which you deliver it meet all the requisite State Standards for Secondary English More importantly you will find lesson plans prepared for you that have all the instructional components and all the active participation strategies you need to draw your students into this process and project That s right 29 Lesson Plans which makes this if used in its entirety a quarter long project in the secondary schools or a semester course in college All of you curriculum plans assignments and assessments are prepared for your use Adapting your own lessons for extensions and or corrections is easy Our students have benefited greatly for several years now through the research paper writing process taught in this book How to Write the Best Research Paper Ever I think it is so important that students learn the proper research techniques and writing conventions the whole step by step process taught in this book I know that the teacher who introduces it to our students can t say enough good things about it and we carry it into all the high school courses where we expect students to use it Patricia Blount Christian Life School Kenosha Wisconsin Mrs Blandford has carefully and creatively provided a book that is a guaranteed recipe for success in writing research papers

The Gregg Reference Manual William A. Sabin, 1999 The Gregg Reference Manual is a handbook of grammar usage primarily intended for office administration students Students in this market spend most of their time editing reports and letters for grammar style and format With the Gregg manual students become proficient at editing business communication through the instruction on grammar spelling usage and have exercises to refine their skills in the accompanying worksheets This edition has been updated to include only references to word processing software while eliminating mention of the typewriter While the emphasis is on grammar there is some instruction on general office procedures dictating filing

Newsletter University of Michigan Computing Center, 1986 *Daily Learning Drills, Grade 6*, 2014-02-03 Daily Learning Drills provides complete daily practice for essential sixth grade skills Topics include verb tenses compound and complex sentences writing paragraphs decimals and percentages human anatomy the solar system and many more Daily Learning Drills provides complete daily practice for essential school skills Learning activities support the Common Core State Standards and cover English language arts and reading math science and social studies A review section reinforces skills for each subject area With Daily Learning Drills students will find the skills and practice they need for school success

Exploring Microsoft Word 2002 Robert T. Grauer, Maryann Barber, 2001-06 For any course teaching application software using Microsoft Office 2002 applications This book will appeal to students in a variety of disciplines including liberal arts business and the sciences The Exploring MS Office XP series gives the when and why of performing tasks in Office XP it provides new integrated real world practice exercises it s customizable in the RightPHit Program certified to the core and provides expert levels of Microsoft Office XP

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Exploring Microsoft Office Word 2003 Comprehensive- Adhesive Bound Robert T. Grauer, Maryann M. Barber, 2004 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the Skills of Office 2003 With the hands on approach and conceptual framework students will master the skills and apply them in their personal and professional lives

Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics

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Gregg Typing Alan C. Lloyd, F. E. Johnson, J. E. Hall, 1986-10 A textbook for a two semester general course in typewriting for the secondary school Includes formatting of correspondence reports tables and other forms

Exploring Microsoft Office 2003 Enhanced Edition- Adhesive Robert T. Grauer, Maryann Barber, 2005 For Introductory Computer courses in Microsoft Office 2003 or courses in Computer Concepts with a lab component for Microsoft Office 2003 applications Master the How and Why of Office 2003 Students master the How and Why of performing tasks in Office and gain a greater understanding of how to use the individual applications together to solve business problems

How to Do

Everything ,2003 This book has the answers to just about every question you might have Whether you need to unclog a sink or wash your cat you ll find clear step by step instructions on how to do it We collected 1 001 step by step solutions and then added special checklists calendars charts and tools that will help you get the job done quickly and easily For every task we provide concise step by step instructions helpful tips and warnings and useful lists of everything you ll need Browse through these pages to discover how to Tie a tie plant a lawn carve a turkey write a business plan ask for a raise unclog a sink juggle change your motor oil lose weight write a love letter train a dog prevent jet lag burp a baby and much much more Whatever you need to do you ll know where to look for complete authoritative instructions A thorough keyword index will guide you to the exact solution you need And with 1 001 how to solutions you ll not only find what you re looking for but also a few things you hadn t considered You ll also find lots of special features in the book including planning calendars checklists and charts You can schedule cleaning gardening and car maintenance tasks using our planning calendars and you can choose a wine retirement account or gemstone using our reference charts About eHow comeHow com was created to give people a fast and easy way to find out how to do a vast variety of things and to provide ways to accomplish them eHow com is the most comprehensive source of information on how to do things offering thousands of specific project instructions With 14 categories featuring 120 subcategories eHow offers staff written reviewed and edited step by step solutions whether it s finding out how to change the oil in the car make Cajun hot sauce negotiate a raise or even bowl a leg break

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