

Name:

How to Outline

While a summary presents (all) the main information from a text in a condensed form, an outline includes only specific information or certain aspects, usually from a complex text.

Example task:

Outline the effects of climate change on biodiversity in Northern Europe as described in the article.

Structure

Introduction

In the first sentence (*umbrella sentence*) mention the

- type of text
- title
- author
- topic

and then make clear which aspect(s) you are writing about.

Main Part

- Give the important information on the requested aspects in a logical order.
- Make sure to write in the present tense. Use other tenses only to show that something happened even further in the past or will happen in the future.
- Use your own words and indirect speech instead of quotations.

Tips

- Focus only on the requested aspects.
- Write as short as possible, but as long as necessary.
- Use linking words to structure your text.
- DON'T give your own opinions or interpret the meaning of the text.
- DON'T give details, numbers or examples.