

# NORTH MONTCO TECHNICAL CAREER CENTER

## HOW TO WRITE AN OUTLINE

An **outline** breaks down new material into smaller parts (chunking) utilizing a clear, step-by-step approach. Most students find that writing an outline before beginning a paper, essay or chapter summary is extremely helpful in organizing thoughts and ideas, as well as understanding the objectives and purpose of what is and was read.. If your outline is good, your paper should be easy to write.

The basic format for an outline uses an alternating series of numbers and letters, indented accordingly, to indicate levels of importance. Here is an example of an outline on for Chapter 2, Print Reading from *Modern Welding*:

### OUTLINE

1. Main Idea: Mechanical (technical) drawings serve to accurately communicate the designer's ideas to the people who will be manufacturing the part or assembly.

A: Types of drawings

1. Assembly drawings show the object to be made as it should appear fully assembled
2. Detail drawings show each different part of the assembly with all dimensions and in specific detail
3. Orthographic Projection completely describe an object showing all its holes, depressions, spaces, curves and angles and most be shown o a flat piece drawing (plane).

B. Types of line used on a drawing

1. Object lines are solid black lines which detail the outline of an object
2. Hidden lines are draw using 1/8" dashes detailing portions of the object hidden from view
3. Center lines identifies the center of a radius, circle or cylinder and are drawn using 1/8" dashes
4. Dimension lines are placed 1/2" away from the outer edge of an object line, have arrows at each end detailing the measurements of an object

C. Title block

1. An area on a drawing that includes a great deal of information
  - a. Drawing number
  - b. Dash numbers that identifies a right or left hand assembly or part
  - c. Part size tolerances
  - d. Scale of drawing, which can be real or actually size, or to "scale" or 1:2 representing a half size drawing

### NOTES ON WRITING

To write a paper or essay using an Outline: The Main Idea is stated in the first section, which is the Introduction. The Body follows the Introduction and breaks down (chunks) the main points of what was read. An Outline helps break down and simplify (differentiate) information. The above Outline structure has subsections, other Outlines, depending on the content and details included in the reading, may or may not have subsections. The Conclusion follows the Body and must restate the Main Idea. NEVER introduce new material in the Conclusion.