

B. Creating a Sentence-by-Sentence Outline--Overview and Lesson

Creating an S-by-S Outline -- Lesson One

PARAGRAPH 1	Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.
PARAGRAPH 2	A fairy helped Pinocchio. She taught him to work. Pinocchio heard about Toyland. He left the fairy and travelled there. No one worked in Toyland. However, the enchanted town turned him into a donkey.
PARAGRAPH 3	Geppetto searched the sea for Pinocchio. The Terrible Dogfish ate Geppetto. Pinocchio heard this, and he ran away from Toyland. He turned back into a puppet. He rescued Geppetto. Then, the fairy turned Pinocchio into a boy.

Study Skills/Prewriting: Sentence-by-Sentence Outline

Follow these steps to write a Sentence-by-Sentence (S-by-S) Outline for this week's passage:

1. Read the first paragraph to yourself.
 - a. Determine the topic of that paragraph.
 - b. Write the topic of the entire paragraph on the topic line.
2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight **3-5 words*** that would most help you to remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

* The number of words allotted for outlining each sentence will vary based on the length of each sentence in the passage.

The instructions in the white text box (to the left) are all of the S-by-S Outline writing instructions together.

Those instructions will be broken down and explained step-by-step throughout the remainder of this lesson.

The shaded text within the white instruction box (left) will indicate which part of the instructions we are working on in each lesson/page.

Creating an S-by-S Outline -- Lesson Two

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

You need to **first read the paragraph to yourself**--either aloud or silently. You need to get an idea of what the paragraph is about before you can take notes on it.

You will not just want to read the first sentence and then begin taking notes as you do not know what else the paragraph tells you about that topic.

Study Skills/Prewriting: Sentence-by-Sentence Outline

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 - a. Determine the topic of that paragraph.
 - b. Write the topic of the entire paragraph on the topic line.
2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight **3-5 words** that would most help you to remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

Creating an S-by-S Outline -- Lesson Three

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

Study Skills/Prewriting: Sentence-by-Sentence Outline

Follow these steps to write a Sentence-by-Sentence (S-by-S) Outline for this week's passage:

1. Read the first paragraph to yourself.
 - a. Determine the topic of that paragraph
 - b. Write the topic of the entire paragraph on the topic line.
2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight **3-5 words** that would most help you to remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

When you wrote topic sentences before in writing, you had to look for what the entire paragraph was about. That is what you do when you write the topic of the entire paragraph on the lines. You **decide what the paragraph is about overall**, and you write that in sentence form or in note form.

Remember, **a paragraph is a unit of thought**. Everything in a paragraph should be about a topic--all parts of a paragraph should support, expand, describe, and/or elaborate on the paragraph's topic.

When you write the topic of the paragraph, you are not limited to a certain number of words. You will be writing this in your own words anyway, so you do not have to be concerned about stealing the author's words.

These words should be what you see as the paragraph's main idea--what the paragraph is about.

For example, after reading the first paragraph, I may write the following on the topic line:

Paragraph One of Body

Topic of Paragraph 1 Pinocchio loses money and Geppetto

Topic of Paragraph Line

The "**Topic of Paragraph Line**" that is above each paragraph's outlining lines is **provided as a comprehension and a composition exercise**.

- (1) As a comprehension exercise, **it gives the students the opportunity to continuously look for and find the main idea of the paragraph**. This is, of course, helpful for standardized testing, but also for reading comprehension in general.
- (2) As a composition exercise, its merits are endless. It is one of the first keys that CI books use to **help students see that a paragraph is a group of sentences all about the same topic**. Students who have used our materials for many years become unusually adept at knowing when a paragraph should end and a new one should be started. **It narrows the student's thinking** to see that *everything I write in this paragraph has to be about that topic*.

Do not let your students skip this vital step! The "Topic of Paragraph Line" is different than many other outlining tools (like the S-by-S Outline) that require a student to use no more than a certain number of words, write in phrases or sentences only, etc. On this line, a student may use as many words as he desires and may write phrases or complete sentences. Encourage your student to use this line to help him grow in his writing (and his reading comprehension).

Creating an S-by-S Outline -- Lesson Four

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

Sometimes it is hard to remember exactly which words you want to write down in your Sentence-by-Sentence Outline after reading the sentence. Sometimes you lose count of how many you think you are going to use.

For those reasons, it is helpful for you to **highlight the words you will include in your outline.**

When you highlight the 3-5 words (or however many you are allotted), always try to use as few words as you can.

In other words, if you are allotted 3-5 words, but the sentence is short, and you can remember what it means with only four words, just use the four words. This will help you rewrite the material in your own words and avoid stealing the author's wording.

While different writers want different words to remind them of what a sentence means, it is important to remember that **the base** (or "bare bones") of a **sentence is made up of the main subject of the sentence and the main verb** (the action that the main subject is doing).

Other describers, clauses, phrases, etc. are helpful and informative, but **if you do not know what the sentence is about and what that person or thing is doing, all the describers and clauses around it will not help you write a sentence.**

Begin thinking about what the sentence is about---the subject---and what that subject is doing. Once you have those highlighted, you can think about where, when, how, how much, etc., the action took place and the details (describers) about the subject.

Look at the first sentence of the passage. You might want to highlight the following words:

Geppetto the woodcarver created a living puppet.

***Note:** Since you can use numbers in your outline without including them in your allotment of words, you may highlight the number words in the passage even if it means you will highlight more than five words. When you put a number (or word referring to a number) in your outline, you will substitute a symbol for it (i.e. four = 4; many = +++; more = >, etc.). This will help keep the number of words you actually use in your outline under the limit.

For example: gave may become → in your outline

Study Skills/Prewriting: Sentence-by-Sentence Outline

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 - a. Determine the topic of that paragraph.
 - b. Write the topic of the entire paragraph on the line.
2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight 3-5 words that would most help you remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

Creating an S-by-S Outline -- Lesson Five

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

Study Skills/Prewriting: Sentence-by-Sentence Outline

Follow these steps to write a Sentence-by-Sentence (S-by-S) Outline for this week's passage:

1. Read the first paragraph to yourself.
 - a. Determine the topic of that paragraph.
 - b. Write the topic of the entire paragraph on the topic line.
2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight 3-5 words that would most help you to remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

Once you have chosen and highlighted the words that you want to use in your outline, you may write those on the lines for Sentence 1.

Sentence 1 Geppetto woodcarver created living puppet

Teacher Tip: When I teach “How to Create and Write From a Sentence-by-Sentence Outline” lessons, I encourage students to use exact words from a source (any source--given sources as well as ones a student finds and uses for research or essay writing). This helps the writer to realize that those words (in his outline) are the original source's words and should not be used in his paper.

Some students (and teachers) prefer to do the opposite and use only the student's original words (avoiding any words from the source) in their outlines and, thus, use those “student” words when they write the essay or report.

Once your student gets on to one method or the other, encourage him to outline any research-based material or given material in that way consistently--so he knows whether he should use words from his outline or completely new words when he writes.

Creating an S-by-S Outline -- Lesson Six

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

Topic of Paragraph 1 Pinocchio loses money
and Geppetto

Sentence 1 Geppetto woodcarver created
living puppet

Sentence 2 named him Pinocchio

Sentence 3 Geppetto → Pinocchio some coins

Symbols in This Sentence-by-Sentence Outline Sample

Notice how the following abbreviations were used in the sample notes for

1. Arrow = used to show what happened (*Geppetto → Pinocchio* -- gave, to, toward, etc.)

Study Skills/Prewriting: Sentence-by-Sentence Outline

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 - b. Write those 3-5 words that would most help you to remember the content of the sentence.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

***Note:** In these books, when a sentence is especially lengthy or contains difficult sentence structure, you will usually (depending on level) be told what to do with those special circumstances, such as in Sentence Three above in which the sentence is too long to outline in five words or fewer.

Other special circumstances you will be alerted to and instructed in include semicolon, colon, dash, and quotation use; dialogue; and special compound and compound-complex sentences. Don't be concerned about this now--it is all spelled out for you and carefully explained in each S-by-S Outline lesson.

Creating an S-by-S Outline -- Lesson Seven

PARAGRAPH 1

Geppetto the woodcarver created a living puppet. He named him Pinocchio. Geppetto gave Pinocchio some coins. Pinocchio met the Fox and the Cat. They convinced him to leave the town. Then, they stole his money and abandoned him.

Study Skills/Prewriting: S-by-S Outline

Follow these steps to write a Sentence-by-Sentence (S-by-S) Outline for this week's passage:

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2. Read the first sentence of the first paragraph and think about what it means.
 - a. Highlight 3-5 words that would most help you to remember the content of the sentence.
 - b. Write those 3-5 words on the line provided for Sentence One.
 - c. Repeat these steps for all of the sentences in the first paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

You will continue in this manner with the rest of the passage.

Keep in mind as you take notes that **these notes are for you.**

You need to write down the key words that you think will best help you remember what the sentence meant. That might be different than the ones listed above-- and it might be different than what your teacher or sibling would put. That's okay.

Did you remember one of the two guidelines of outlining: **Outlining is for you!**

Creating an S-by-S Outline -- Lesson Eight

PARAGRAPH 2

A fairy helped Pinocchio. She taught him to work. Pinocchio heard about Toyland. He left the fairy and travelled there. No one worked in Toyland. However, the enchanted town turned him into a donkey.

- **Week 2:** Now that you have walked through the first paragraph of the Sentence-by-Sentence Outline of the miner passage, you are ready to create your own S-by-S Outline.
- (1) See if you can **narrow the important words in each sentence down to 3-5 words.**
 - (2) Be sure you **highlight the 3-5 words in each sentence** before writing them (and highlight any words you will use as symbols or numbers as well) on the outlining lines.

Paragraph Two of Body

Topic of Paragraph 2 _____

Sentence 1 _____

Sentence 2 _____

Sentence 3 _____

Sentence 4 _____

(You may use up to six words for Sentence Four.)

Study Skills/Prewriting: Sentence-by-Sentence Outline

Follow these steps to write a Sentence-by-Sentence (S-by-S) Outline for this week's passage:

1. Read the second paragraph to yourself.
 - a. Determine the topic of that paragraph.
 - b. Write the topic of the entire paragraph on the topic line.
2. Read the first sentence of the second paragraph and think about what it means.
 - a. Highlight **3-5 words** that would most help you to remember the content of the sentence.
 - b. Write those **3-5 words** on the line provided for sentence one.
 - c. Repeat these steps for all of the sentences in the second paragraph.
3. Repeat these steps for all of the paragraphs and sentences in the passage.

***Note:** In these books, when a sentence is especially lengthy or contains difficult sentence structures, you will usually (depending on level) be told what to do with those special sentences, such as in Sentence Four above in which the sentence is too long to outline in the allotted words. Other special circumstances you will be alerted to and instructed in include semi-colon, colon, dash, and quotation use; dialogue; and special compound and compound - complex sentences. Don't be concerned about this now - it is all spelled out for you and carefully explained in each S-by-S Outline lesson.

Creating an S-by-S Outline -- Lesson Nine

PARAGRAPH 2

A fairy helped Pinocchio. She taught him to work. Pinocchio heard about Toyland. He left the fairy and travelled there. No one worked in Toyland. However, the enchanted town turned him into a donkey.

- **Week 2:** A sample S-by-S Outline for the second paragraph is given below. Study it and compare the words listed to the words you highlighted in the passage.

Paragraph Two of Body

Topic of Paragraph 2 Pinocchio and Toyland

Sentence 1 fairy helped Pinocchio

Sentence 2 taught him 2 work

Sentence 3 Pinocchio heard → Toyland

Sentence 4 left fairy → there

Sentence 5 one worked → Toyland

Sentence 6 enchanted town turned him → 2 donkey

Remember, your highlighting is not wrong. You have to use the words that most help you.

However, when you compare yours to the given S-by-S Outline, be sure to look to see if you have the main subject and main verb of each of the sentences as you always need to know what the sentence is about and any action that took place.

+Also, remember that you may use symbols in your outline too.