

Creating an S-by-S Outline -- Lesson 3

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

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, 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 Mulan joins army

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 4

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

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:

One day, the Chinese emperor heard that the Huns had come into China!

***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: **One** may become 1 in your outline.

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 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 5

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

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.

You might want to include an arrow from Huns to China to remind you that the Huns are coming into China.

Sentence 1 1 day, emperor heard Huns → China

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 6

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

Topic of Paragraph 1 Mulan joins army

Sentence 1 1 day, emperor heard Huns → China

Sentence 2 ordered 1 man → each family
→ army

Sentence 3 Mulan's elderly father → since
son

Sentence 4 Mulan pretended → man/took place

Sentence 5 ancestors → Mushu tiny dragon → help

Sentence 6 Mulan → camp, Mushu → her → trouble

Sentence 7 work → Mulan/army → trained soldiers

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 (Huns → China -- went, came, at, etc.)
2. Strike through - used to show negative words (~~son~~ -- no, not, never, etc.)
3. / - used to show two things (pretended/took place)

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 remember the content of the sentence.
 - 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 my writing 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 7

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

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:

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.

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 8

PARAGRAPH 2

Mushu then gave fake orders to Shang, the leader of the troops. These told Shang to bring his soldiers to join the army of General Li. Partway through their march, however, they realized that General Li's army had been killed. Then, Shang and his army were surprise attacked by the Huns! Fortunately, Mulan started an avalanche and buried most of the Huns. Mulan was wounded in the act, though, and the doctor found that she was a woman. So, Shang threw Mulan out of the army.

☐ **Lesson 8.** Now that you have walked through the first paragraph of the Sentence-by-Sentence Outline of the 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 _____

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

Sentence 3 _____

(You may use up to seven words for Sentence Three.)

Sentence 4 _____

Sentence 5 _____

Sentence 6 _____

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

Sentence 7 _____

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 my writing 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 9

PARAGRAPH 2

Mushu then gave fake orders to Shang, the leader of the troops. These told Shang to bring his soldiers to join the army of General Li. Partway through their march however, they realized that General Li's army had been killed. Then, Shang and his army were surprised and attacked by the Huns. Fortunately, Mulan started an avalanche and buried most of the Huns. Mulan was wounded in the act, though, and the doctor found that she was a woman. So, Shang threw Mulan out of the army.

- **Lesson 9.** 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 Mulan helps/kicked out

Sentence 1 Mushu → fake orders → Shang, leader

Sentence 2 told bring soldiers → army → General Li
(You may use up to six words for Sentence Two.)

Sentence 3 Partway → march, realized General Li's army killed
(You may use up to seven words for Sentence Three.)

Sentence 4 Shang/army surprise attacked ← Huns

Sentence 5 Mulan started avalanche/buried + + + Huns

Sentence 6 Mulan wounded/doctor found she → woman
(You may use up to six words for Sentence Six.)

Sentence 7 Shang threw Mulan → army

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.

Part II

Writing From an S-by-S Outline--Overview and Lesson

Writing From an S-by-S Outline--Lesson 1

Composition/ Creative Writing: Write a Rough Draft From a Sentence-by-Sentence (S-by-S) Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.
5. Repeat these steps for each line of notes, writing on every other line.

Read your report aloud. Do you like the way it sounds?

- ☐ You are now ready to **learn to write from the S-by-S Outline**. Follow along as the steps are described in detail for you in the following pages.

***Note: The instructions in the box are all of the “rough draft writing” instructions. They are detailed and explained throughout the “lessons” of this section just like the “Create a Sentence-by-Sentence (S-by-S) Outline” lesson you just completed.**

Writing From an S-by-S Outline-- Lesson 2

If you write your Sentence-by-Sentence Outline on one day, then write your report a couple of days later, you might have trouble remembering what the passage was about.

Thus, the first steps in writing from your Sentence-by-Sentence Outline is to **re-read the entire passage**.

This is not so you can memorize the passage! It is to **help you get an overview of the passage and recall its major concepts**.

Note: If re-reading the passage just before writing causes you to use the wording and the sentence structure of your source too much (rather than writing originally), skip this re-reading step entirely.

Composition/ Creative Writing: Write a Rough Draft From a S-by-S Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.
5. Repeat these steps for each line of notes, writing on every other line.

Read your report aloud. Do you like the way it sounds?

PARAGRAPH 1

One day, the Chinese emperor heard that the Huns had come into China! He ordered one man from each family to join the army. This forced Mulan's elderly father to sign up since he had no son. However, Mulan pretended she was a man and took his place. When she left, her ancestors accidentally sent Mushu, a tiny dragon, to help her. Once Mulan came to the army camp, Mushu quickly got her into trouble. Through hard work, though, Mulan and the army turned into trained soldiers.

Writing From an S-by-S Outline -- Lesson 3

Composition/ Creative Writing: Write a Rough Draft From an S-by-S Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.
5. Repeat these steps for each line of notes, writing on every other line.

Read your report aloud. Do you like the way it sounds?

Now, **you need to close the passage and focus on your notes.**

This step tells you to read your first line of notes (for the first sentence) and think about the sentence you want to write.

Of course, you should read the Topic of Paragraph 1 line to help give you an overview of the paragraph as well.

Paragraph One of Body

Topic of Paragraph 1 Mulan joins army

Sentence 1 1 day, emperor heard Huns → China

Writing From an S-by-S -- Lesson 4

In this step, you begin writing your paragraph.

Sometimes it helps you write better to say the sentence you are considering aloud before you write it.

Paragraph One of Body

Topic of Paragraph 1 Mulan joins army

Sentence 1 1 day emperor heard
Huns → China

Possible sentences for line number one notes:

A messenger appeared one day to tell the Chinese emperor that the Huns had entered China.

or

Sudden news came to the emperor one day, telling him the Huns had invaded China.

or

The Huns invaded China, and a messenger brought the news to the emperor soon after.

Composition/ Creative Writing: Write a Rough Draft From a Sentence-by-Sentence Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.
5. Repeat these steps for each line of notes, writing on every other line.

Read your report aloud. Do you like the way it sounds?

Writing From an S-by-S Outline-- Lesson 5

Composition/ Creative Writing: Write a Rough Draft From a Sentence-by-Sentence Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.
5. Repeat these steps for each line of notes, writing on every other line.

Read your report aloud. Do you like the way it sounds?

Lastly, the instructions tell you to follow the same method for the remainder of the paragraph and for all paragraphs of the passage.

Then, they tell you to read your report to see if you like how it sounds.

The first paragraph of the passage has been re-written for you underneath each line of notes to give you an idea of how you can use the words and symbols you wrote (or that were provided for you, in this case) to write your own paragraph.

Paragraph One of Body

Topic of Paragraph 1 Mulan joins army

Original Sentence 1 One day the Chinese emperor heard that the Huns had come into China.

Sentence 1 1 day, emperor heard Huns → China

Rewritten Sentence 1 A messenger appeared one day to tell the Chinese emperor that the Huns had entered China.

Original Sentence 2 He ordered one man from each family to join the army.

Sentence 2 ordered 1 man → each family → army

Rewritten Sentence 2 He sent heralds to notify each family to send one of their male members to join the army.

Original Sentence 3 This forced Mulan's elderly father to sign up since he had no son.

Sentence 3 Mulan's elderly father → since son

Rewritten Sentence 3 Mulan's parents did not have a son, so her aged father had to sign up to serve.

Writing From an S-by-S Outline-- Lesson 6

- ☐ Follow the instructions given in the box to rewrite the second paragraph of the passage in your own words, using the Sentence-by-Sentence (S-by-S) Outline you were given for that paragraph earlier this week (also provided below).

You may write on the lines provided, write in your notebook or key it on the computer. the computer.

Composition/ Creative Writing: Write a Rough Draft From an S-by-S Outline

Follow these steps for writing your report from your Sentence-by-Sentence Outline:

1. Re-read the entire passage to recall its content.
2. Read your first line of notes and think about what you want your sentence to say.
3. Practice saying your sentence aloud to get it just the way you want it.
4. Write your first sentence in your notebook; remember to indent it.

Read your report aloud. Do you like the way it sounds?

Paragraph Two of Body

Topic of Paragraph 2 Mulan helps/kicked out

Sentence 1 Musha → fake orders → Shang, leader

Sentence 2 told bring soldiers → army → General Li
(You may use up to six words for Sentence Two.)

Sentence 3 Partway → march, realized General Li's army killed
(You may use up to seven words for Sentence Three.)

Sentence 4 Shang/army surprise attacked ← Huns

Sentence 5 Mulan stated avalanche/buried + + + Huns

Sentence 6 Mulan wounded/doctor found she → woman
(You may use up to six words for Sentence Six.)

Sentence 7 Shang threw Mulan → army

Part III

Creating an S-by-S Outline -- Lesson 1

PARAGRAPH 3

After the army had left, Mulan spotted Huns heading to the Imperial City. She rushed to warn Shang, but he would not listen. After the Huns captured the Emperor, Mulan helped soldiers sneak into the palace. With Shang's help, they defeated all the Hun soldiers except for their leader. Mulan fought him on the roof until Mushu killed him with fireworks. For her courage, she was praised by the people and the Emperor and returned home. Later, Shang traveled to Mulan's house to return her helmet, and also to tell her that he loved her.

- ☐ Part III 1. Now you are ready to write the S-by-S Outline for the third paragraph of the passage that was provided for you. Follow the instructions listed in the white instruction box.

Study Skills/Prewriting: Sentence-by-Sentence Outline

<> 2. Follow these steps to write a **Sentence-by-Sentence (S-by-S) Outline** for this week's passage:

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

Paragraph Three of Body

Topic of Paragraph 3 _____

Sentence 1 _____

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

Sentence 2 _____

Sentence 3 _____

(You may use up to seven words for Sentence Three.)

Sentence 4 _____

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

Creating an S-by-S Outline -- **Lesson 1** (continued)

Sentence 5 _____

(You may use up to seven words for Sentence Five.)

Sentence 6 _____

Sentence 7 _____

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

SAMPLE