

Name _____

Date _____ 

Formal Outline

A **formal outline** consists of at least three levels of headings: **main topics**, **subtopics**, and **specific facts**.

Main topics follow Roman numerals and periods.

Subtopics follow capital letters and periods.

Specific details follow Arabic numerals and periods.

More information about the specific details follows lowercase letters and periods.

Sample Formal Outline Pattern:

- I. First Main Topic
 - A. First Subtopic
 - 1. First Specific Detail
 - 2. Second Specific Detail
 - 3. Third Specific Detail
 - B. Second Subtopic
 - 1. First Specific Detail
 - 2. Second Specific Detail
 - a. More information about this detail
 - b. More information about this detail
 - c. More information about this detail
 - C. Third Subtopic
 - 1. First Specific Detail
 - 2. Second Specific Detail
 - a. More information about this detail
 - b. More information about this detail
 - II. Second Main Topic
 - A. First Subtopic
 - 1. First Specific Detail
 - 2. Second Specific Detail
 - B. Second Subtopic
- (etc.)

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Tom's Outline for "An Army Corps Like No Other"

- I. Introduction to camel project
 - A. Crossman's idea
 - B. 1855 Congress voted \$30,000 for the camel experiment
- II. Purchase of camels
 - A. Voyage by Wayne and Porter
 - B. Learned about camel care and health
 - C. Bought 33 camels at an average of \$250 each
 - 1. Choices excellent
 - 2. All but one survived the voyage, 2 colts born
- III. Arrival of camels in Texas
 - A. Wayne led caravan 200 miles to Camp Verde
 - 1. Camels scared horses and mules
 - 2. Believed they would get used to one another
 - B. Porter went to get more camels
 - C. Wayne organized Camel Corps
- IV. First use of camels
 - A. Surveying trip
 - 1. 1857-Lt. Beale
 - a. Locate route across New Mexico
 - b. Safe trail to California
 - 2. Camels-strong and hardy
 - B. Camels solution to transportation problems
- V. Comparison of camels with horses and mules
 - A. Could carry more
 - B. Could swim through torrents
 - C. Could go without water for long periods
- VI. Doomed project
 - A. Political events
 - 1. Brink of Civil War
 - 2. No money from Congress
 - B. Railroads as replacement for pack animals
- VII. Conclusion
 - A. Forgotten episode
 - B. Possible existence of camels