

NAME: _____

DATE: _____

CLASS: _____

SCORE: / 16

LESSON 21 • OUTLINING SKILLS (LEVEL B)

PLACE MAIN TOPICS, SUBTOPICS, AND DETAILS IN OUTLINE FORM

Textbook Page 27

Directions: Outline the article on career readiness below. First write the title on the top line. Then select the correct main topics, subtopics, and supporting details from the **Word & Phrase Bank** and write them neatly on the ruled lines.

WORD & PHRASE BANK

16 ITEMS

- Which 3 top-rated skills should you develop now
- Possess positive beliefs to foster great commitment
- Practice oral communication skills
- How to Prepare Yourself to Get and Hold a Job
- Oral communication skills
- Enthusiasm
- Establish a record of success in school
- How can you first prove your worth
- Written communication skills
- Develop positive habits that reveal your worthiness
- Habitually read and become knowledgeable to sound knowledgeable
- Habitually pursue opportunities to practice writing
- To be enthusiastic, become energetic: physically, intellectually, and spiritually
- Establish a purpose that drives you with enthusiasm
- Through speech show self-confidence
- Elect writing classes

TITLE: _____

I. _____

A. _____

B. _____

II. _____

A. _____

1. _____

2. _____

3. _____

B. _____

1. _____

2. _____

C. _____

1. _____

2. _____

3. _____

HOW TO PREPARE YOURSELF TO GET AND HOLD A JOB

I. How can you first prove your worth

- A. Establish a record of success in school
- B. Develop positive habits that reveal your worthiness

II. Which 3 top-rated skills should you develop now

- A. Oral communication skills
 - 1. Practice oral communication skills
 - 2. Through speech show self-confidence
 - 3. Habitually read and become knowledgeable to sound knowledgeable
- B. Written communication skills
 - 1. Elect writing classes
 - 2. Habitually pursue opportunities to practice writing
- C. Enthusiasm
 - 1. To be enthusiastic, become energetic: physically, intellectually, and spiritually
 - 2. Establish a purpose that drives you with enthusiasm
 - 3. Possess positive beliefs to foster great commitment

 Career Readiness & Professional Outlining

Students organize vital vocational principles into two distinct categories:

- **Phase I (Foundation of Worth):** Proving character through educational achievement and positive personal habits.
- **Phase II (Core Employability Skills):** Mastering the triad of market-demanded competencies: Verbal fluency, written precision, and vibrant personal enthusiasm.

 Structural Clues & Skill Coordination

- **Question-to-Answer Matching:** Notice that both Roman Numerals I and II are framed as guiding questions.
- **Numerical Matching in II:** The prompt "Which 3 top-rated skills..." signals exactly 3 subtopics (A: Oral, B: Written, C: Enthusiasm).
- **Subtopic B Detail Count:** Written communication has only 2 operational actions (elect classes, practice writing), perfectly matching the 2 detail lines.

Tier	Outline Element	Thematic Category & Pedagogical Role
Title	How to Prepare Yourself to Get and Hold a Job	Overarching thesis: Long-term career readiness and workplace retention.
I	How can you first prove your worth	Main Topic: Immediate demonstrable evidence of capability while young.
I. A–B	A. School success / B. Positive habits	Two foundational pillars: Academic diligence and personal integrity habits.
II	Which 3 top-rated skills should you develop now	Main Topic: Tripartite career skills demanded across modern industries.
II. A (1–3)	Oral communication (Practice / Confidence / Reading)	Spoken articulation, vocal projection, self-confidence, and background reading.
II. B (1–2)	Written communication (Writing classes / Practice writing)	Formal writing coursework and continuous written composition practice.
II. C (1–3)	Enthusiasm (Energy triad / Driving purpose / Positive beliefs)	Physical-intellectual energy, personal purpose, and core commitment beliefs.