

LESSON 22 • OUTLINING SKILLS (LEVEL B)

PROVE OUTLINE WITH MAIN TOPICS, SUBTOPICS, AND DETAILS

Textbook Page 28

Directions: Study the reference model outline for "How to Prepare Yourself to Get and Hold a Job." Then complete the sentence proof below by writing the exact outline topics, subtopics, and supporting details on the numbered blanks matching each outline coordinate.

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 three top-rated skills should you develop now

A. Oral communication skills

1. Practice oral communication skills
2. 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. Establish a purpose that drives you with enthusiasm
2. Possess positive beliefs to foster great commitment
3. To be enthusiastic, become energetic: physically, intellectually, and spiritually

PROOF: THE EXPOSITORY SENTENCE FRAME (17 TOTAL BLANKS)

TO PREPARE YOURSELF TO GET AND HOLD A JOB, (I.) _____, and (II.) _____. To prove your worth, (I. A) _____, and (I. B) _____. (II) Three top-rated skills to develop now include: (II. A) _____, (II. B) _____, and (II. C) _____. To develop (II. A) _____, (II. A 1) _____, (II. A 2) _____. To develop (II. B) _____, (II. B 1) _____, and (II. B 2) _____. To develop (II. C) _____, (II. C 1) _____, (II. C 2) _____, and (II. C 3) _____.

LESSON 22: PROVE OUTLINE WITH MAIN TOPICS, SUBTOPICS, AND DETAILS

COMPLETE SENTENCE PROOF KEY (17 EVALUATED POINTS)

Proof: TO PREPARE YOURSELF TO GET AND HOLD A JOB, (I.) How can you first prove your worth, and (II.) Which three top-rated skills should you develop now. To prove your worth, (I. A) Establish a record of success in school, and (I. B) Develop positive habits that reveal your worthiness. (II) Three top-rated skills to develop now include: (II. A) Oral communication skills, (II. B) Written communication skills, and (II. C) Enthusiasm. To develop (II. A) Oral communication skills, (II. A 1) Practice oral communication skills, (II. A 2) Habitually read and become knowledgeable to sound knowledgeable. To develop (II. B) Written communication skills, (II. B 1) Elect writing classes, and (II. B 2) Habitually pursue opportunities to practice writing. To develop (II. C) Enthusiasm, (II. C 1) Establish a purpose that drives you with enthusiasm, (II. C 2) Possess positive beliefs to foster great commitment, and (II. C 3) To be enthusiastic, become energetic: physically, intellectually, and spiritually.

 The Expository Sentence Proof Technique

The sentence proof method is the definitive test of an outline's integrity. An outline is mathematically and rhetorically valid if every tier seamlessly integrates into a continuous, grammatically cohesive paragraph. If an outline has structural gaps or flawed parallelisms, the sentence proof immediately sounds awkward or disjointed.

 Coordinating Group Introductions & Expansions

- *Two-Step Expansion:* Coordinates (II. A), (II. B), and (II. C) are first cited collectively to enumerate the three skills, then repeated individually as transitional anchor phrases ("To develop II. A...", "To develop II. B...") before their details.
- *Self-Correction Benefit:* Pupils witness how notes transform directly into a polished professional essay.

Coord.	Inserted Text	Proof Syntax & Rhetorical Role
(I.)	How can you first prove your worth	First foundational pillar answering the thesis statement.
(II.)	Which three top-rated skills should you develop now	Second main pillar establishing skill development goals.
(I. A)	Establish a record of success in school	First method to prove worth (academic excellence).
(I. B)	Develop positive habits that reveal your worthiness	Second method to prove worth (habitual integrity).
(II. A–C)	Oral / Written / Enthusiasm	Initial collective enumeration of the three required competencies.
(II. A 1–2)	Practice oral skills / Read to sound knowledgeable	Two operational methods to achieve spoken eloquence.
(II. B 1–2)	Elect writing classes / Practice writing	Two operational methods to master written communication.
(II. C 1–3)	Driving purpose / Positive beliefs / Energetic triad	Three internal catalysts that cultivate genuine workplace enthusiasm.