

LESSON 9 • OUTLINING SKILLS

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PROVING OUTLINES WITH MAIN TOPICS AND SUBTOPICS

The Sentence Synthesis Proof: You have learned how to prove main topics using the title. Now combine the subtopics with the main topics to make complete, fluent sentences.

MUSCLE CRAMPS**I. What causes them**

- A. Overstress
- B. Heat injury with dehydration
- C. Injured muscle

II. How can they be prevented

- A. Drink plenty of water
- B. Stretch muscles before and after exercising

Proof Sentences:

- **Proof 1 (Title + I & II):** "What causes MUSCLE CRAMPS, and how can MUSCLE CRAMPS be prevented?"
- **Proof 2 (Topic I + Subtopics):** "MUSCLE CRAMPS are caused by (A) overstress, (B) heat injury with dehydration, and (C) injured muscle."
- **Proof 3 (Topic II + Subtopics):** "MUSCLE CRAMPS can be prevented if you (A) drink plenty of water and (B) stretch muscles before and after exercising."

Directions: Follow the form shown in the model above to prove the outline below. Combine the title, main topics, and subtopics into three complete, grammatical sentences.

Practice Exercise: Public Speaking

3 Sentences • 7 Elements • 20 Points

HOW TO SPEAK EFFECTIVELY IN PUBLIC**I. Put yourself in audience's place**

- A. Practice before friends
- B. Watch yourself on video

II. Hold listeners' attention

- A. Determine beforehand what audience needs
- B. Express main idea in one sentence near beginning
- C. Make your eyes and hands work for you

GUIDED SENTENCE SYNTHESIS FRAMES:**Sentence 1 (Title + I & II):**

To speak effectively in public, you must (I) _____, and (II) _____.

Sentence 2 (Topic I + Subtopics):

You can put yourself in the audience's place if you (A) _____, and (B) _____.

Sentence 3 (Topic II + Subtopics):

You can hold the listeners' attention if you (A) _____, (B) _____, and (C) _____.

STUDENT WRITTEN PROOF SENTENCES (WRITE NEATLY ON THE RULED LINES):

1. _____

2. _____

3. _____

LESSON 9: PROVING OUTLINES WITH SUBTOPICS

Pedagogical Purpose & Synthesis Mechanics:

Lesson 9 transitions the student from passive reading to active prose composition. Students discover that an outline is a skeleton that easily expands into a structured expository paragraph: Sentence 1 serves as the paragraph topic sentence (thesis), Sentence 2 elaborates Main Topic I, and Sentence 3 elaborates Main Topic II.

Verified Model Proof Sentences: HOW TO SPEAK EFFECTIVELY IN PUBLIC

✓ Standard Model

Sentence 1 (Thesis / Main Topics):

- *Standard:* "To speak effectively in public, you must **put yourself in the audience's place**, and **hold the listeners' attention**."
- *Alternative question form:* "How to speak effectively in public: **put yourself in the audience's place**, and **hold the listeners' attention**?"

Sentence 2 (Topic I Expansion):

- *Standard:* "You can put yourself in the audience's place if you **practice before friends**, and **watch yourself on video**."
- *Alternative gerund form:* "Put yourself in the audience's place by **practicing before friends**, and **watching yourself on video**."

Sentence 3 (Topic II Expansion):

- *Standard:* "You can hold the listeners' attention if you **determine beforehand what the audience needs**, **express the main idea in one sentence near the beginning**, and **make your eyes and hands work for you**."
- *Alternative gerund form:* "Hold listeners' attention by **determining beforehand what the audience needs**, **expressing the main idea in one sentence near the beginning**, and **making your eyes and hands work for you**."

Teacher Diagnostic & Evaluation Notes:

- **Grammatical Flexibility:** Both infinitive/conditional structures ("if you practice...") and prepositional gerund structures ("by practicing...") represent excellent mastery. Students may also insert slight clarifying determiners (e.g., *the audience*, *the beginning*).
- **Parallel Structure:** Emphasize that within each sentence, all subtopic verb forms should be parallel (e.g., *practice* and *watch*, or *practicing* and *watching*).
- **Transition to Essay Writing:** Point out to students that these three sentences together form a complete, cohesive summary paragraph ready for an oral presentation or speech report.

Scoring Guide (Total: 20 Points):

- **Sentence 1 (5 pts):** Correct inclusion of Main Topics I and II linked to the report title.
- **Sentence 2 (6 pts):** Correct expansion of Subtopics A and B under Topic I with connecting conjunction.
- **Sentence 3 (8 pts):** Correct expansion of Subtopics A, B, and C under Topic II in parallel structure.
- **Conventions (1 pt):** Capital letters at start of sentences, periods at ends, correct spelling.

Key Teaching Takeaways:

- ☑ Title + Main Topics = Topic Sentence
- ☑ Subtopics = Supporting Evidence Sentences
- ☑ Direct bridge from Outline to Paragraph Drafting