<header>
Topic: Message Planning and Organization
Subtopic: Message Planning: Outline
Content Creator Name: MPS
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</header>

<question type="mc">
1. For which reason should you create an outline before writing an important document?

a. When you create an outline before you start writing, your first draft will be perfect.
b. An outline gives you a roadmap, ensuring the document's structure will be logical and coherent.
c. By creating an outline, you're helping to prevent any typos or errors.
d. When you create an outline before you start writing, your text will be perfectly clear.

Analysis:
a. Incorrect. When you create an outline before writing, you have a roadmap to follow that will help ensure the document's structure is logical and coherent. An outline does not guarantee a perfect draft or perfectly clear text, but you will write more confidently and effectively.
b. Correct. When you create an outline before writing, you have a roadmap to follow that will help ensure the document's structure is logical and coherent. An outline does not guarantee a perfect draft or perfectly clear text, but you will write more confidently and effectively.
c. Incorrect. When you create an outline before writing, you have a roadmap to follow that will help ensure the document's structure is logical and coherent. An outline does not guarantee a perfect draft or perfectly clear text, but you will write more confidently and effectively.
b. Incorrect. When you create an outline before writing, you have a roadmap to follow that will help ensure the document's structure is logical and coherent. An outline does not guarantee a perfect draft or perfectly clear text, but you will write more confidently and effectively.

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Level of difficulty: Moderate
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<question type="mc">
2. Which of the following is NOT an effective way to begin creating an outline?

a.   Brainstorm ideas.
b.   Identify the purpose of the document you are writing.
c.   Plan to place all of your big ideas at the end of the outline.
d.   Consider how your audience will follow the logical structure of your outline.

Analysis:
a. Incorrect. When you begin creating an outline, your big ideas should be placed at the beginning of the outline. You should also start by brainstorming your ideas, considering the purpose of the document, and considering how readers will follow your logical flow of ideas.

b. Incorrect. When you begin creating an outline, your big ideas should be placed at the beginning of the outline. You should also start by brainstorming your ideas, considering the purpose of the document, and considering how readers will follow your logical flow of ideas.
c. Correct. When you begin creating an outline, your big ideas should be placed at the beginning of the outline. You should also start by brainstorming your ideas, considering the purpose of the document, and considering how readers will follow your logical flow of ideas.
d. Incorrect. When you begin creating an outline, your big ideas should be placed at the beginning of the outline. You should also start by brainstorming your ideas, considering the purpose of the document, and considering how readers will follow your logical flow of ideas.

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Level of difficulty: Easy
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<question type="true-false">
3. Once you complete one outline, you don't need to create any more outlines during the writing process.

T.
Incorrect. Effective writers often will compose an outline, begin writing, and then realize they need to modify the outline or create a new outline due to changes needed as a result of writing.

F.
Correct. Effective writers often will compose an outline, begin writing, and then realize they need to modify the outline or create a new outline due to changes needed as a result of writing.

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Level of difficulty: Easy
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<question type="mc">
4. As part of the process of composing an outline, what should you keep in mind in order to ensure the outline is effective?

a. An outline should not have any typos or errors.
b. Once an outline is completed, it can't be revised or changed.
c. An outline is a way of thinking through your ideas, so the outline should change as you refine and clarify your thinking.
d. After composing an outline, you should not make any changes to it.

Analysis**:**
a. Incorrect. An outline can and should be changed as you develop more and better ideas as part of the outlining and writing process.
b. Incorrect. An outline can and should be changed as you develop more and better ideas as part of the outlining and writing process.
c. Correct. An outline can and should be changed as you develop more and better ideas as part of the outlining and writing process.

d. Incorrect. An outline can and should be changed as you develop more and better ideas as part of the outlining and writing process.

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Level of difficulty: Easy
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<question type="true-false">
5. There is only one type of outline format that should be used.

T.
Incorrect. There are many different types of outline formats, and it's important that you find the one that works best for you.

F.
Correct. There are many different types of outline formats, and it's important that you find the one that works best for you.

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Level of difficulty: Easy
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<question type="mc">
6. Which of the following is NOT a strategy that helps you write an effective outline?

a. Have a friend or peer read your outline to see if all the ideas have a logical flow.
b. Make sure that each paragraph in the outline represents one important idea.
c. Spend more time writing than outlining, because outlining isn't as important as the actual writing.
d. Read your outline out loud to see if you can hear any gaps in the structure.

Analysis**:**
a. Incorrect. Outlining is as important as the writing process; if you write a good outline, you will likely spend less time writing than had you not written the outline. You should read your outline out loud or have your friend read it to you. This will help your hear if there is a logical flow.
b. Incorrect. Outlining is as important as the writing process; if you write a good outline, you will likely spend less time writing than had you not written the outline. You should read your outline out loud or have your friend read it to you. This will help your hear if there is a logical flow.
c. Correct. Outlining is as important as the writing process; if you write a good outline, you will likely spend less time writing than had you not written the outline. You should read your outline out loud or have your friend read it to you. This will help your hear if there is a logical flow.
d. Incorrect. Outlining is as important as the writing process; if you write a good outline, you will likely spend less time writing than had you not written the outline. You should read your outline out loud or have your friend read it to you. This will help your hear if there is a logical flow.

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<question type="mc">
7. Which of the following is NOT an effective organizational format for structuring an outline?

a. organizing ideas in chronological order
b. introducing a problem and then, in a series of points, offering a solution to the problem
c. introducing different sub-ideas and finishing with a big idea
d. introducing a big idea, then supporting it with smaller sub-ideas that relate to the big idea

Analysis**:**
a. Incorrect. Introducing sub-ideas before the big idea is not an effective organizational format for an outline, as readers need to know what those sub-ideas are supporting. Effective organizational formats include organizing ideas chronologically, introducing a problem followed by a solution, and introducing a big idea and supporting it with smaller sub-ideas.
b. Incorrect. Introducing sub-ideas before the big idea is not an effective organizational format for an outline, as readers need to know what those sub-ideas are supporting. Effective organizational formats include organizing ideas chronologically, introducing a problem followed by a solution, and introducing a big idea and supporting it with smaller sub-ideas.
c. Correct. Introducing sub-ideas before the big idea is not an effective organizational format for an outline, as readers need to know what those sub-ideas are supporting. Effective organizational formats include organizing ideas chronologically, introducing a problem followed by a solution, and introducing a big idea and supporting it with smaller sub-ideas.
d. Incorrect. Introducing sub-ideas before the big idea is not an effective organizational format for an outline, as readers need to know what those sub-ideas are supporting. Effective organizational formats include organizing ideas chronologically, introducing a problem followed by a solution, and introducing a big idea and supporting it with smaller sub-ideas.

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<question type="mc">
8. Which type of document would NOT be improved by creating an outline before writing?

a. a financial statement
b. an e-mail to a colleague
c. a cover letter
d. a word list

Analysis**:**
a. Incorrect. Regardless of the kind of document, an outline helps organize a writer's thinking and ensures that there is a logical structure to a document. Every kind of document is improved with an outline. A word list is already in outline form.
b. Incorrect. Regardless of the kind of document, an outline helps organize a writer's thinking and ensures that there is a logical structure to the document. A word list is already in outline form.
c. Incorrect. Regardless of the kind of document, an outline helps organize a writer's thinking and ensures that there is a logical structure to the document. A word list is already in outline form.

d. Correct. Regardless of the kind of document, an outline helps organize a writer's thinking and ensures that there is a logical structure to the document. A word list is already in outline form.

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<question type="mc">
9. Which of the following is NOT an effective technique for revising and improving an outline?

a. reading the outline from the perspective of your audience in order to determine how they might interpret the document
b. highlighting places in the outline that address the main idea and purpose of the document to ensure the main idea is communicated
c. skimming the outline in search of any misspelled words
d. creating a keyword list for each paragraph to make sure that the overall document has a coherent set of terms and ideas throughout

Analysis**:**
a. Incorrect. The specific grammar and spelling of an outline is not its most important feature. Making sense of your outline as though you were the audience, clarifying your main ideas and purpose, and identifying that key terms are consistently found throughout the document are effective techniques for improving an outline.
b. Incorrect. The specific grammar and spelling of an outline is not its most important feature. Making sense of your outline as though you were the audience, clarifying your main ideas and purpose, and identifying that key terms are consistently found throughout the document are effective techniques for improving an outline.
c. Correct. The specific grammar and spelling of an outline is not its most important feature. Making sense of your outline as though you were the audience, clarifying your main ideas and purpose, and identifying that key terms are consistently found throughout the document are effective techniques for improving an outline.
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