WRITE AN OUTLINE

Write the main headings of your outline in Report Wizard.
1. Write a key phrase that tells about the topic for each group of notecards.

2. Check each key phrase to see that it explains an important idea.

3. Arrange the key phrases in an order that makes sense.

Write the supporting points.
1. Write sub-topic phrases that tell about the points for the notecards in each group.

2. Check each sub-topic phrase to see that it tells an important point.

If two or more cards are about the same point, write one phrase for all of them.