

Name _____ Date _____

AIM: How do we create a Harvard outline?

Do Now: How do you take notes? Why is it important to take notes?

Taking comprehensive notes is the foundation of learning. You will create a Harvard outline of the 1619 essay you explore. This method will serve you in college and beyond. Outlining is used for essays and for digesting complex materials. For essay writing, outlining is crucial. “Making a detailed outline before you begin writing is a good way to make sure your ideas come across in a clear and logical order. A good outline will also save you time in the revision process, reducing the possibility that your ideas will need to be rearranged once you've written them.”

The basic format for the Harvard outline is the following:

- I. Title of the reading
 - A. Heading within the reading
 - 1. Sub-heading or specific theme/argument
 - a. Detail or evidence
 - b. Detail or evidence
 - 2. Sub-heading or specific theme/argument
 - a. Detail or evidence
 - b. Detail or evidence
 - B. Heading within the reading
 - 1. Sub-heading or specific theme/argument
 - a. Detail or evidence
 - b. Detail or evidence
 - 2. Sub-heading or specific theme/argument
 - a. Detail or evidence
 - b. Detail or evidence

On the next page, you will create your own Harvard outline of an essay from *The 1619 Project*. Refer to the basic structure of the Harvard outline above as needed. Please use the PowerPoint mini-lesson for support when outlining the reading. You may always add more elements to your outline as needed.

Reflecting on 1619 Through Research, Podcasts, and Infographics

Unit by UBUNTU High School for Law Advocacy and Community Justice, part of the 2021 cohort of *The 1619 Project* Education Network

Title of the essay from *The 1619 Project* that you are outlining: _____

Author of the essay: _____

- I.
 - A.
 - 1. .
 - a)
 - b)
 - 2.
 - a)
 - b)
 - B.
 - 1.
 - a)
 - b)
 - 2.
 - a)
 - b)
 - C.
 - 1.
 - a)
 - b)
 - 2.
 - a)
 - b)