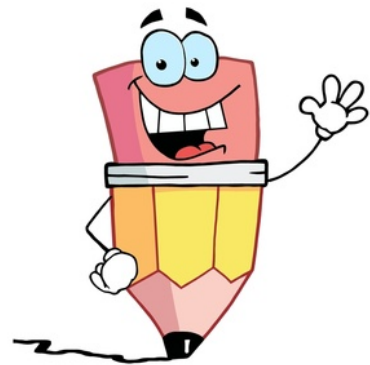


Classification Outline Guidelines

Deadline: Monday, October 19, 2015
→ email to ntakeda.aogaku@yahoo.com

1. Download the ***Classification Outline Template*** from the website:
<http://www.nicoletakeda.com/ie3w-lesson-materials.html>
2. **Type** your outline (Times New Roman font, size 12). Make sure to **delete** the [instructions].
3. You need to include **two quotes** (=important words about your topic from an expert) in your outline. The quotes need to be used as the details in your body paragraphs.
4. You need to include **one example of a statistic** in your outline. The statistic needs to be used as a detail in one of your body paragraphs.
5. For your supporting ideas, you do **not** have to write sentences. You can use **note-form** (e.g. phrases and key words). However, you need to use sentence-form for your topic sentences.
6. Include topic sentences for each body paragraph. Use a **transition** to start each one (e.g. First, ... / Next, ... / Finally, ...)
7. For your **MS Word document file name**, use this form
 - IE3W-Outline-Nanami (given name)
8. Email your outline as an **attachment**.
 - Use this format for your subject heading:
 - IE3W-Outline-Nanami (given name)
 - Include a message with your email.



Reminders:

- a. Outlines must be submitted on time.
- b. Late outlines will not receive comments; only a grade.
- c. Computer problems are unacceptable excuses to submit late tasks.
- d. You can have extra time to prepare your task only if you contact me the day before the deadline to ask for permission and have a serious illness.