

The Use of **ENGLISH** and **COMMUNICATION** **SKILLS**

For Tertiary Education



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substance of a given material, there are various systems of *notation that* are used to show the relationship between the major and sub-divisions. The notation systems will be discussed here and they include:

1. A combination of roman numerals, capital letters and Arabic numerals: This is a situation where the three systems are combined, each representing a division. Example

I, II, III, IV, V, etc. represent major divisions A, B, C, D, E, F, G, etc. represent the subdivision of the major division

1,2,3, 4, 5, 6, 7, etc represent the subdivision of the first subdivision.

a, b, c, d, e, etc. represent the subdivisions of the second subdivision.

(a), (b), (c), etc represent the subdivisions of the third subdivision.

2. Combination of Arabic numerals and full stops: This is a situation where the Arabic numerals and full stops are combined to show the major divisions and subdivisions.

Example:

1. represents major division

1.1 } represents subdivision
1.2 } of major division
1.3 }

2. Represents major division

2.1.1 }
2.1.2 } represents the subdivision of the
2.1.3 } second subdivision
2.1.4 }
2.1.5 }
2.1.6 }

Apart from the notation systems, there are other rules that should be observed when drawing outline. The rules include:

1. The subdivisions should be indented under the preceding division.
2. All entries of the same level should have uniform indentation.
3. In outlining, there is room for multiple subdivisions. What this simply means is that where there is a major division one, there should be a corresponding major division two. It is also necessary that every division must have at least two parts.

4. Outlines should have parallel structures. The grammatical forms adopted for the divisions should be **uniform**. If, **for instance, the first major division is** in simple sentence form, the subsequent major divisions should also be written in simple sentences.

7.4 Procedure for Outlining a Chapter of a Book.

Use of English: A Text written by the Department of English, University of Ife, outlines the procedure for outlining a chapter of a book as follows:

1. Identifying the Topic
 - i. Use the title of the chapter in determining the topic
 - ii. Find the topic sentence of the introductory paragraph.
 - iii. The topic is indicated in an outline by the use of Roman numerals I, II, III, etc.
If you are outlining only one chapter in a book, however, **it** is not necessary, to do this.
2. Identifying the Major Subdivisions of the topic
 - i. Read the developmental sentences of the introductory paragraph. These should express the major subdivisions of the topic.
 - ii. Indicate these in an outline by the use of capital **letters**: A, B, C, etc
3. Identifying subdivisions of Major subdivisions

- i. Read the developmental paragraphs of the chapter. Each major subdivision forms the topic of at least one development paragraph.
- ii. Indicate each new development which explains or illustrates a major subdivision by Arabic numerals, 1,2,3, etc. and second by small letters a, b, c, etc.

4. Further Divisions

- i. You should be able to recognize these by now: e.g. when two or three examples are given of a subdivision which you have entered in the outline under the small letter (a)
- ii. These should be indicated separately by Arabic numerals in parenthesis – (1), (2), (3) etc. and by small letters in parenthesis - (a), (b), (c), etc.

7.5 Model Outlines

Based on our discussions above, we shall go further to demonstrate the procedure by drawing two model outlines.

7.5.1 Model Outline 1

Examination Malpractice

1. There is examination malpractice at all levels of education.
(a) primary

(b) secondary

(c) tertiary

2. Examination Malpractice is manifested in several ways

(a) collaboration

(b) impersonation

(c) copying

3. Some factors are responsible for examination malpractice

(a) moral decadence

(b) Lack of adequate preparation

(c) Poor teaching

(d) High cost of education

4. Examination malpractice has some consequences

(a) half-baked graduates

(b) unemployment

(c) expulsion

5. It could be controlled through

(a) effective teaching and learning

(b) reduction in the cost of education

(c) de-emphasizing over reliance on certificate

The above is a model outline on the topic "Examination malpractice". It is an embodiment of the main ideas relevant to the topic and how they are related. In drawing the outline, the procedure we discussed earlier is strictly observed on notation. There is the combination of the Arabic numerals and small letters of the alphabet. The Arabic numerals indicate major division while the small letters of the alphabet stand for the subdivision. Also parallel structure is maintained. While the major divisions are written in sentences, the subdivisions are written in phrases. Besides, every subdivision has at least two parts.

7.5.2 Model Outline II

Biopower- Energy from living things

1. Battery made of bacteria - Biocell

1.1 develop in 1962 for a radio station, range 15 miles

1.2 practical amounts of electricity produced from life put to use.

1.3 Consisted of a liquid fuel with bacteria that changed the fuel to electricity.

1.4 Can be used for a number of purpose

1.4.1 radios

1.4.2 signals for ships

1.4.3 lights

1.5 cheap source of electricity because uses a wide range of waste materials.

1.5.1 sea water

1.5.2 grass cuttings and dry leaves

2. History of Biopower

2.1 electricity from living cells no new idea

2.1.1 electricity first discovered in fish

2.1.2 Benjamin Franklin found it in lightening

2.1.3 Galvani found it in the nerves and muscles of animals

2.1.4 Human produce it in hearts and brains

2.2 Not until the 20th Century that work was begun

on producing electricity by bacterial.

2.2.1 1st results published in 1912

2.2.2 since 1960 research has been considerable and biocell considered practical source of electricity

3. The Biocell's Future

3.1 No mass produced models yet

3.1.1 other models simpler and more efficient

3.1.2 biocell rather inefficient - uses 50% of fuel to

feed bacteria.

3.2 However, because biocell uses waste as fuel, it is a source of electricity we should exploit.

3.3 Research on biocell has benefited other areas.

3.3.1.1 Food industries, especially the cheese industry.

3.3.1.2 Farming and chemistry. (Culled from "Use of English: A Text")

The notation system used in this outline model is a combination of the Arabic numerals and full stop. Apart from the notation system, the model kept to the rules by ensuring parallel structures as well as multiple subdivisions.

Students are advised to practise more on outlining as it is a skill that would aid them a great deal in their learning process.

Class Activity: Do the exercises in Chapter Seven of the workbook.

