

PARAGRAPH TWO (starts "Discover what you respond to . . .")

Before I began it, I would signal myself by writing, in color, deeply indented, so I would notice it:

**MOOD SHIFT: More personal**

*continue with outline:*

**C. FIND YOUR SYMBOLS**

*(use different color  
for mood change)*

**1. Discover own respns.**

**2. Make personal shorthand**

Conclusion

- remind basic themes
- relative importance
- drama/climax

These are the symbols that work best for me. Notice the techniques I used:

- spaces and layout for idea separation
- the layout and the margin notes explaining each section. You want to be able to quickly shuffle or rearrange the order.
- what's underlined and capitalized and how that helps distinguish whole new ideas
- how bullets and lowercase letters are used to explain that this list is made up of examples of one idea, not separate ideas.
- the mood shift instruction, placed where and how it is, in a color that describes the mood (mauve for personal; could be red for important or green for positive). It alerts you by its indentation and total separation from the text. It gives you advance warning and tells of the quality coming up as well, so you can change your delivery *before* you say the next sentence.

*About Underlining*

Underlining works, but not as universally as you think. It speaks of only one gear. How "loud" should the underlined word be? How different is it from the next underlined word? Does it mean *loud* or does it mean *important*, *heavy*, *thought-provoking*?