A. <u>**NEED NEW SYMBOLS**</u>

    1. Abbrev. outline

    2. Springboard

    3. Advance signals

        a. what's coming
        b. how deliver
        c. quality next thought
        d. what list means
        e. statement
        f. mood shift coming

Personalize

Design your own set of visual symbols to alert you to deliver the next words or thoughts in a different way. We all respond to different visual stimuli—layout, spaces, accents, indents, contrasting colors, underlines, capital letters.

Discover what you respond to most, what colors and symbols are most eloquent to you. Then develop your own system of visual shorthand to signal the other dimensions of your outline words—to remind you of your basic themes, of relative importance, intrinsic drama, or building to a climax.

The above two paragraphs could look like the following:

PARAGRAPH ONE (starts "Design your own set . . .")

B. <u>**DESIGN OWN SYMBOLS**</u>

    1. Indiv. responses

        a. page layout
        b. spaces   *{color underline*)
        c. accents

Possible   d. indents
Designs   e contrasting colors
        f. underlines
        g. capital letters