

# CHAPTER EIGHT

## OUTLINING, MARKING, CHARTING

### OBJECTIVES:

Upon completion of this chapter you will be able to:

- C Write the Key Verse from memory.
- C Use a method of Bible marking.
- C Create an outline.
- C Create a summarizing chart.

### KEY VERSE:

The righteousness of thy testimonies is everlasting: give me understanding,  
and I shall live. (Psalm 119:144)

### INTRODUCTION

The development of three basic skills will improve any method of Bible study. These skills are marking, outlining, and charting. They are the subjects of this chapter.

### MARKING

Marking is a method of emphasizing key Bible passages. Marking makes it easy for you to locate verses on specific subjects. To mark your Bible you underline selected verses. If you have different colors of pencils you can color code your underlining. If you do not have colored pencils you can use symbols in the margin by key verses.

Use the following colors or codes:

Red: For verses which relate to salvation. Red represents the blood of Jesus. You could also use the symbol of a cross for verses about salvation.

Green: This is the color of growing things. Use this color to underline verses about spiritual growth. You could also use a flower to represent growth.

Blue: This is the color of the heavens. Use this color to mark verses relating to the

second coming of Jesus Christ, the New Jerusalem, and Heaven. If you are using symbols, use a crown to mark the verses in the margin of your Bible. The crown represents the Kingdom of Heaven.

Brown: A field of wheat ready to harvest is brown in color. Jesus used the example of harvest when speaking of evangelism. Use the color brown to mark verses related to evangelism. You could also use the symbol (#) which is a symbol standing for the word number. Use it to remind you of the great number of people who have yet to hear the Gospel message.

You can select additional colors to mark verses on other important subjects: Purple, pink, yellow, black, etc.

You can also use additional symbols and assign them meanings: ! # Z \_ i ③ ⑩ μ 5

## OUTLINING

An outline is a method of organizing study notes. It puts information in summary form to use in ministry and future study. An outline centers on a selected theme. This theme becomes the title of the outline which usually reflects the subject of study.

After identifying the subject of study, the next step is to identify main points which tell something about the subject. Next there will be sub-points. The prefix "sub" means they come under or tell something about the main point.

There are many ways to outline. We have selected one which uses special numbers called Roman numerals for the main points. If you are not familiar with Roman numerals, a list is provided for you in the "For Further Study" section of this chapter.

Subpoints on the outline are shown with capital letters of the alphabet. If there are further points under these, they are shown with regular numbers. Study the following example which summarizes how to make an outline:

PLACE THE TITLE HERE

- I. This is the Roman numeral for "I" used for the first main point.
  - A. This is a capital letter used for a subpoint relating to the main point.
    - 1. If there was another subpoint relating to this, it would be marked with the number 1.
    - 2. Perhaps there are other points relating back to subpoint A. If so, continue to place them in numerical order.
  - B. Main point I may have several subpoints. If so, continue down through the alphabet using capital letters in order. Each one of these subpoints should relate to the main point.
- II. To present another main point use the next Roman numeral.
  - A. Subpoints follow the same pattern under every main point.

As an example, we have prepared a brief outline of Romans 12:1-2. First read the verses:

I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.

And be not conformed to this world; but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect will of God. (Romans 12:1-2)

The outline of this passages follows:

### STEPS FOR FINDING GOD'S WILL

- I. Present your bodies a living sacrifice:
  - A. Holy.
  - B. Acceptable unto God.
- II. Be not conformed to this world:
  - A. Be transformed.
    - 1. We are transformed by the renewing of our minds.
- III. These steps will help us prove (find) the will of God which is:
  - A. Good.
  - B. Acceptable.
  - C. Perfect.

You can see how this outline clearly summarizes the steps to God's will given in Romans 12:1-2.

### CHARTING

Another method of organizing study materials is through charting. You will be given several charts to complete during this course to help you develop this skill. Charting is important because it helps you visualize what you have studied. Charting summarizes in brief form what you learn and helps you remember it.

There are two basic ways to draw a chart:

#### HORIZONTAL CHART:

Draw your chart lengthwise on a sheet of paper. Draw a line across the page and block off as many divisions as needed for your particular study. The horizontal chart is good to use in book study. You can find an example of it in Chapter Eleven.

#### VERTICAL CHART:

This type of chart is drawn vertically on a sheet of paper. A large rectangle is drawn and divisions are made within it. Vertical charts are best for shorter portions of material or for

chapter studies.

Here is an example of a vertical chart on James 1:26-27.

First read the passage:

If any man among you seem to be religious, and bridleth not his tongue, but deceiveth his own heart, this man's religion is vain.

Pure religion and undefiled before God and the Father is this, To visit the fatherless and widows in their affliction, and to keep himself unspotted from the world. (James 1:26-27)

Now study the chart:

#### TESTS OF RELIGION

Personal Description	Test	Result	Religion
Seems to be religious	Control of tongue tongue	Deceives himself	Vain
Unspotted from world	Visits poor, Keeps self holy	Undefiled before God	Pure, undefiled

## FOR FURTHER STUDY

1. Study James 3:2-6 in your Bible. Complete the outline below:

### THE HUMAN TONGUE

- I. If we offend not in word we are: (see verse 2)
  - A.
  - B.
- II. Examples of the power of small things:
  - A. The bit in a horse's mouth is used for two purposes: (see verse 3)
    - 1.
    - 2.
  - B. The helm of a ship: (verse 4)
    - 1.
  - C. A small fire: (verse 5)
    - 1.
- III. The tongue is also small but it: (verses 5-6)
  - A. Boasts great things.
  - B. Is a world of iniquity.
  - C.
  - D.
  - E.

2. Now complete the following chart which covers a portion of James 3:2-6:

THE TONGUE: A COMPARISON	
Example	Result
Bit in horse's mouth	Turns their whole body
Helm in ship	
A small fire	
Human tongue	

3. The following chart of Roman numerals is for use in creating outlines according to the pattern given in this chapter:

1	I	30	XXX
2	II	40	XL
3	III	50	L
4	IV	60	LX
5	V	70	LXX
6	VI	80	LXXX
7	VII	90	XC
8	VIII	100	C
9	IX		
10	X		
11	XI		
12	XII		
13	XIII		
14	XIV		
15	XV		
16	XVI		
17	XVII		
18	XVIII		
19	XIX		
20	XX		

Follow this same pattern (I, II, III) for each set.  
For example, 32 would be XXXII