Rules for Creating a Formal Outline

1. Values are shown by symbols (I, A, 1, a). Symbols are an important way of showing relative values because all items with the same type of symbol are assumed to be of approximately the same importance.

2. Indentation is another means of showing values. All headings on the same margin are assumed to be of approximately the same importance.

3. Headings should be in the same grammatical form, such as all nouns or all verb phrases. (Example: “basketball” and “hockey”; Not “basketball” and “playing hockey”.)

4. Topics should be sub-divided to the same level. If you have 3 indentations under Roman numeral I, you should have 3 indentations under Roman numeral II.

5. You should not have single divisions. For example, if you have a 1, you should have a 2. If you have an A, a B.

6. Write your thesis at the top of the outline and begin the outline below it.
Final Formal Outline

All the Bread and Beer You Can Carry: How the Pyramids Were Built

Movies and some books show the pyramids of ancient Egypt being built by slaves who died from mistreatment and exhaustion.

Thesis: Building a pyramid was a state-run project that employed thousands who served for legal, financial, and even spiritual reasons.

I. Summary of popular ideas about the construction of the pyramids
   A. The stereotypes
      1. Cruel Egyptian overseer
      2. Exhausted slaves dying of work, accidents, and beatings
   B. The real significance of the building of pyramids
      1. Economic effects of public works construction in ancient Egypt
      2. An ancient welfare system

II. The seasonal enlistment of the Egyptian people
   A. Where the labor came from
      1. Reasons for vast armies of workers from fields and orchards
         a. Spiritual: assisting the will of the god-king, the pharaoh
         b. Legal: failure to serve considered a crime
            (1) Efforts to escape their obligation
            (2) Example of a passage from a prison register
         c. Financial: a basic ration
            (1) Allotted hours and reward
            (2) Standard wage
      B. A form of national welfare
         1. Elaborate camps
         2. Entertainment and medical care
         3. Spreading the wealth

III. A typical project
   A. Seasonal work
      1. River transport
         a. Supply of granite from Asswuan
         b. Transportation of obelisks
      2. Splitting huge blocks from bedrock
         a. Shipping downriver
         b. Dragging stones up ramps
      3. Pushing blocks into position
      4. Summary of the popular notions of suffering workers
   B. Size of the work force
      1. Estimation of Herodotus
      2. Estimations of modern archeologists and historians

IV. The importance of distrusting history presented by Hollywood
   A. Ancient societies, like Egypt, were not uniformly harsh and abusive
   B. An appreciation of the past requires an open mind