

Tips for Writing Content Outlines

Content Outlines

In addition to learning objectives, presenters must list each topic area to be covered and provide a description of the content (three or four examples) to be presented in sufficient detail to determine consistency with the objectives and appropriate amount of time allotted. *Note: It must be more than a restatement of the objective.*

Content must:

1. Relate to and be congruent/consistent with the learner objectives.
2. Correspond with the stated purpose of the activity.
3. List each topic area to be covered and provide a description (three or four examples) of the content to be presented in sufficient detail to determine the consistency with the objectives and appropriate amount of time allotted. (See the example below.)
4. Identify its abbreviations, acronyms or initials, at least once, to facilitate the peer review.

For Example:

	Objective	Content
Incorrect	Analyze six case studies for potential abuse situations.	Case studies
Correct	Analyze six case studies for potential abuse situations.	Case studies: Elder abuse, child abuse, adult abuse situations – clues, interventions, legal issues, and resources for help.