



Learning Outcomes Style Guide

Formatting for learning outcomes (LOs) is based on current Modern Language Association (MLA) and Chicago Manual of Style guidelines for punctuation, capitalization, and numbering of vertical lists.

Primary LOs are a continuation of the introductory sentence, “*Upon successful completion of this course/program, the learner will be able to . . .*” They are a list of items that are not complete sentences; therefore, they are numbered and capitalized.

There is no end punctuation at the end of the LO. Since the learning outcomes are a list that continues the introductory sentence, there is no colon or other punctuation between the introductory sentence and the LOs.

Sub-outcomes, if included in the curriculum, are stylistically similar. They are also capitalized and there is no ending punctuation. However, they are numbered with lower-case letters and indented slightly to distinguish them from the primary LOs and identify them as a subset of the primary LOs.

Example:

Upon successful completion of this course/program, the learner will be able to

1. Write an assessable learning outcome at a post-secondary level
 - a. Begin the learning outcome with a verb that indicates an assessable action
 - b. Integrate the three components of a complete learning outcome

Note: Curriculog does not automatically format lists, so the LO numbering needs to be entered manually.

[MLA Style Center](#)

[The Chicago Manual of Style Online](#)