

OUTLINE NOTES



Look at the sample outline below and create your own based on the same principle. You can use bullet points, numbers, or letters to start new ideas on new lines.

Sample topic: How to Use the Outline Note Taking Method

- I. The outline's first level is used for each new idea/topic and is more or less general.
 - a. This point applies to the level I point but is more specific.
 - i. This level is directly subordinate to the level above (a).
 - ii. This is a second supporting idea for the level above it (a) and has equal footing with the previous piece of information (i).
 - iii. This information is also placed under the command of (a) and is on the same footing with (i) and (ii).
 - b. This concept applies to the level above it (I) and has equal importance to (a).
- II. You don't necessarily have to use letters, Roman numerals, or numbers. You can also try simple indents, dashes, or bullet points.
- III. Outlining requires writing points in an organizational pattern based on space indentation.
 - a. Advantages of outlining note taking
 - i. It is well-organized and structured.
 - ii. It records content and its connections.
 - iii. It reduces editing and is easy to review.
 - b. Disadvantages of outlining note taking
 - i. It requires more thought during class for accurate organization.
 - ii. It does not always show relationships by sequence.
 - iii. It doesn't work well when the lecture is moving quickly.