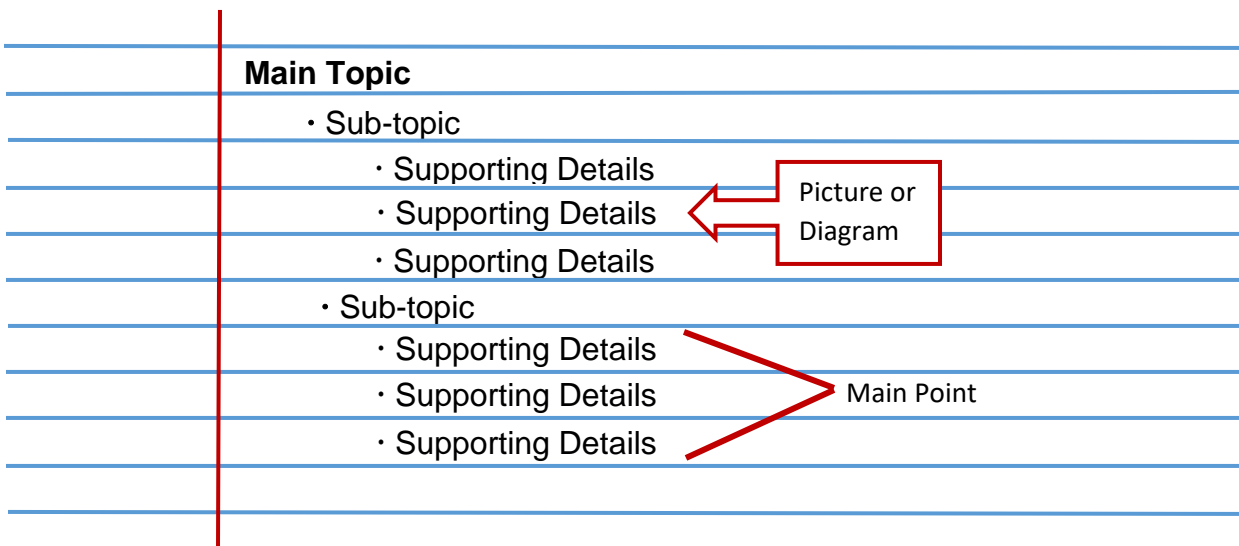


The Outline Note-taking Method:



The outline method of note-taking is a common form of note-taking, especially when instructors provide their notes using PowerPoint slides. It organizes information into main topics, sub-topics, and supporting details with indentations. Bullets or numbers are often used, but if indentations are used this is not necessary.

Tips:

- Do not try to write down everything the instructor says in complete sentences
- After class read through your notes and rewrite anything that doesn't make sense or add to your notes while everything is still fresh in your mind
- In the margins or on the right-hand side of the notes add diagrams, pictures, or main points as appropriate to help with studying and recall

How to study from an outline:

1. Read through each line one at a time attempting to:
 - a. Explain the information to yourself
 - b. Connecting the ideas to others in your notes
2. Add clue words not originally included in the outline that can help prompt recall of the information
3. Using your own words, write a summary of the information that connects the main points to your notes

Adapted from:

- Missouri State University (<https://www.missouristate.edu/assets/busadv2014/p.24.pdf>)
- East Carolina University (https://access.ewu.edu/Documents/Academic%20Support%20Center/Outline_Note_Taking_Method_2-2.pdf)
- Miami Dade College (http://www.mdc.edu/main/images/Social_formal_outline_note_taking_system_tcm6-32373.pdf)