

Outline Note Taking

Directions: This style of note taking organizes information into main points with supporting details. Students can choose to use letters or numbers in combination with bullet points. As important information (main topic) is provided, students should copy that information down to the far left of their page in a brief format. As more information is provided (sub-point) students should copy that information down into the line directly below the main point and indent each line. This is congruent with outlines and makes it very easy for students to use as a study guide.

Example:

- A) Main Topic:
 - 1) Sub-topic 1
 - a. More information
 - 2) Supporting Detail 1
 - a. More information
- B) Main Topic:
 - 1) Sub-topic 1
 - a. More information
 - b. More information
 - c. More information
 - 2) Sub-topic 2
 - a. More information
 - b. More information
 - c. More information
- C) Main Topic:
 - 1) Sub-Topic 1
 - a. More information
 - b. More information
 - 2) Sub-Topic 2
 - a. More information
 - 3) Sub-Topic 3
 - a. More information
 - b. More information
 - 4) Sub-Topic 4
 - a. More information