

The Outline METHOD

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WHAT

What is the "Outline" note-taking method, and what is its purpose?

The "Outline" note-taking method is one of the most popular note-taking methods among college students. The purpose of "Outline" note-taking is to organize information in a structured manner that captures the overall subject of a lecture.

WHAT?

2

WHEN

When do I use the "Outline" note-taking method?

"Outline" note-taking is best utilized for structured lectures, textbook information, or other instances in which the main topics are easily discernible and clear.

When?

3

HOW

How do I structure the "Outline" note-taking method?

The main ideas of your lecture are recorded on the left side of your page, and the subtopics are added below and with an indent to the right of the main topics. All supported facts or further details are added with more indentation. Refer to our examples on the Learning Commons website for more information

HOW?

4

WHY

Why should I use "Outline" note-taking?

"Outline" note-taking helps students draw clear connections between concepts and recognize relationships within the new material. Furthermore, "outline" note-taking makes information retrieval easier for review in the future, as notes are systematized into topics.

