

Note Taking: Outlining Method



INTRODUCTION

Outlining is one of the most common and natural note-taking methods used in traditional lecture sessions.

METHOD

A classic outline uses a system of capital and lowercase letters and numbers to indicate the relative importance of different ideas. Dashes or bullet points may also be used to convey your notes in the outline. The way you create your outline is your decision. Indenting your information under the main idea can help with understanding your written information better. (See back for example.)

ADVANTAGES

The outline method can be especially efficient if the lecture is very well structured. Outlines can help organize the information given, whether in written or spoken form. An outline is the most basic form of note-taking; therefore, your outline may be easily transferred to the study review of your choice.

CHALLENGES

Outlining can be difficult at times. Subjects where outlines will be less likely to be beneficial are Mathematics, hands-on classes, and general labs. In an outline, not all connections to a subject may be captured. There is very little creativity with this note-taking system.

WHEN TO USE

The outline format can be used if the lecture is presented in a structured way. This note-taking system can be most helpful for more traditional courses. Where there is a less structured lecture, the outline method can be beneficial, but difficult to initially construct.

SUCCESS

Being committed is the key to success. Success does not lie within a method, but in your engagement. Your success with note-taking depends on being engaged and actively listening.

Note Taking: Outlining Method



Example

- Main Idea
 - Subtopic
 - Subtopic
 - Supporting fact
 - Subtopic
 - Supporting facts
 - Detail
 - Supporting facts
 - Detail
 - Supporting facts
 - Details
 - Subtopic
 - Supporting fact
 - Detail
 - Example
 - Supporting fact
 - Detail
 - Example

Real-life Example

- Culture
 - Definition of society
 - Learned
 - Process called “socialization”
 - Operates on different levels
 - Micro level
 - Everyday actions → individuals
 - Meso level
 - Norms in an organization
 - Macro level
 - Beliefs/practices → very large groups
 - Consensus/Conflict
 - Consensus
 - Common ground
 - Connecting person → person
 - Conflict
 - Differences
 - Tension/clashes