

NOTE TAKING: THE OUTLINING METHOD

- I. Write down your first idea or topic (Important - Keep it Simple!)
 - a. Add more information about your idea or topic as you learn additional information from your professor in class/lecture.
 - i. Continue to expand the idea or topic by using indents, dashes, bullets, Roman numerals, letters or numbers to organize new thoughts or information.

- II. Write down your second idea or topic (Repeat Steps)

Benefits: Your notes will be well-organized and easy to review!

Disadvantages: Your notes will require more thought in class for accurate organization and may not show relationships by sequence.



For more support services and success tips, visit: www.SMSU.edu/Go/StudentSuccess