



Outline Method of Note Taking

A method of note taking that can enhance your success. . . .

Dash or indented outlining is usually best except for some science classes such as physics or math.

1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
2. The relationships between the different parts are carried out through indenting.
3. No numbers, letters, or Roman numerals are needed.

Method— Listening and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indentation can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

Advantages— Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

Example—

Extrasensory perception

_Definition: means of perceiving without use of sense organs.

_telepathy: sending messages

_clairvoyance: forecasting the future

_psychokinesis: perceiving events external to situation

_current status—

_no current research to support or refute

_few psychologists say impossible

Disadvantages— Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn't lend to diversity of a review attack for maximum learning and question application. This system cannot be used if the lecture is too fast.

When to Use— The outline format can be used if the lecture is presented in outline organization. This may be either deductive (regular outline) or inductive (reverse outline where minor points start building to a major point). Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. This format can be most effective when your note taking skills are super and sharp and you can handle the outlining regardless of the note taking situation.

That is what learning is. You suddenly understand something you've understood all your life, but in a new way.

-- Doris Lessing