

The Outlining Method

Dash or indented outlining is usually best except for some science classes (physics/math).

Method –

- ✓ Listening and writing in points in an organized pattern
- ✓ The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
- ✓ The relationships between the different parts is carried out through indenting.
- ✓ Can use numbers, letters, or Roman numerals

Advantages - Well-organized system if done right.

Disadvantages - Requires more thought in class for accurate organization..

When to Use - If the lecture is presented in outline organization. This format can be most effective when your note taking skills are super sharp.

Example of outline method:

- **Extrasensory perception**

A. Definition: means of perceiving without use of sense organs.

Three kinds -

1. telepathy: sending messages
2. clairvoyance: forecasting the future
3. psychokinesis: perceiving events external to

situation

B. Current status -

no current research to support or refute
few psychologists say impossible
door open to future