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