

The Formal Outline Note Taking System

- Highly structure, logically organized notes
- Levels of information clear
- Formal outlines show a skeleton of the printed information.
- Use formal outlines to take notes before, during, or after reading.

Standard Outline Format

- Indent and align items to show levels of information.
- Show at least two subtopics under each category.
- Use Roman numerals for main topics.
- Use Arabic numerals for supporting details.
- Use key words and short phrases throughout the outline.

Creating Formal Outlines

CREATING FORMAL OUTLINES	
1. Write the chapter number and title on the top of your paper.	
2. Locate the first main heading in your textbook. Label it with a Roman numeral (I, II, III, IV, V, VI, VII, VIII, IX, X . . .).	
3. Locate all the subheadings. Label them with capital letters.	
4. Use numerals and lowercase letters for supporting details under each subheading.	
5. Use numerals inside parentheses for small details if needed.	
I. _____	
A. _____	
1. _____	
2. _____	
a. _____	
b. _____	
(1) _____	
(2) _____	
(a) _____	
(b) _____	
B. _____	

How to Study from Formal Outlines

- Read one line or item at a time; explain by reciting.
- Check your accuracy or completeness.
- Add clue words to the right of the lines or items.
- Repeat the process of reciting from the outline.
- Use the outline to write a summary.