

**APSU Writing Center**  
Outline Note-Taking Method

**Outline Note-Taking Method**

- Organizes information in a logical, hierarchical format.
- Clearly identifies main topics and supporting details.
- Useful for planning presentations, projects, and essays.
- Effective for creating summaries and quick note-taking.
- Easy to review before exams.

**How to use the Outline Note-Taking Method:**

- Define the main topic.
- Use bullet points to record key ideas.
- Indent subtopics beneath main points.
- Add supporting evidence, examples, and details.
- Review and revise notes after class

**Outline Note-Taking Examples:**

<b>Title</b> <ul style="list-style-type: none"><li>• <b>Main topic</b><ul style="list-style-type: none"><li>◦ <b>Subtopic</b><ul style="list-style-type: none"><li>▪ <b>Supporting Evidence</b></li></ul></li></ul></li><li>• <b>Main topic</b><ul style="list-style-type: none"><li>◦ <b>Subtopic</b><ul style="list-style-type: none"><li>▪ <b>Supporting Evidence</b></li></ul></li></ul></li></ul>	<b>Photosynthesis</b> <ul style="list-style-type: none"><li>• <b>Definition</b><ul style="list-style-type: none"><li>◦ Process by which plants convert light energy into chemical energy</li><li>◦ <b>Supporting detail:</b> This chemical energy is stored as glucose, which plants use for growth and repair</li></ul></li><li>• <b>Process</b><ul style="list-style-type: none"><li>◦ Occurs in chloroplasts</li><li>◦ Requires light, water, and carbon dioxide</li></ul></li><li>• <b>Light-dependent reactions</b><ul style="list-style-type: none"><li>◦ Take place in the thylakoid membranes</li><li>◦ Produce ATP and NADPH</li></ul></li></ul>
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Name:

Course:

Date:

**Title:**

- **Main topic:**
  - **Subtopic:**
    - **Supporting Evidence:**
    - **Supporting Evidence:**
    - **Further Details:**
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  - **Subtopic:**
    - **Supporting Evidence:**
    - **Supporting Evidence:**
    - **Further Details:**
- **Main topic:**
  - **Subtopic:**
    - **Supporting Evidence:**
    - **Supporting Evidence:**
    - **Further Details:**



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### References

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