

Outline Notes

APSU Writing Center Handout

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 notetaking.

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 Layout Example:

Title:

Main topic:

Subtopic:

- **Supporting Evidence:**

- **Supporting Evidence:**

- **Further Details:**

References

Boris. (2022, May 2). *The ultimate guide to the outline note-taking method*. Able.

<https://able.ac/blog/outline-note-taking-method/>

GoodNotes. (2023, March 20). *The Outline Note-Taking Method: Steps, Benefits, and When To*

Use. GoodNotes. <https://www.goodnotes.com/blog/outline-note-taking-method>

Tamm, S. (2023, January 20). *The 9 Most Effective Note-Taking Methods*. E-student.org.

<https://e-student.org/note-taking-methods/>