

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:

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

Course:

Date:

Title:

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

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References

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