

how i write outlines/take notes

ROMAN NUMERAL METHOD: (outline)

required format by my first teacher

EXAMPLE

- I. Main Topic:
 - A. Section Name (pg #)
 1. Important facts, concepts, examples, etc.
 2. ...
 3. ...
 4. ...
 5. ...
 - B. Section Name (pg #)
 1. Important fact/concept/idea
 - a. Separation/issue into pieces
 2. Important fact/concept/idea
 - a. ...
 - b. ...
 - c. ...
- II. Main Topic and so on...

MY USUAL OUTLINE METHOD:

[Section #] Section Name

→ Summary from textbook

Reading:

(main idea)

- info (important ideas)
- Events/people/concepts/etc.

CRITICAL:

- info
- events
- how it affects

I usually take the headings and subheadings and organize my different ideas

- info
- (ex) Examples

EXAMPLE

[Section 1] The Road to World War I

→ At the summer crisis in the Balkans led to conflict with a tension between assassination, Austria-Hungary's demands...

Cause of the War

(main idea) Nationalism, militarism, and a system of alliances contributed to the start of World War I.

- system of nation states that were forming led to competition

ALLIANCES AND ALLIANCES

- Europe's greatest powers were divided into 2 sides

the Triple Alliance (1882) and the Triple Entente (1907)

- Germany
- Austria-Hungary
- Italy
- Britain
- France
- Russia

BASIC OUTLINE METHOD:

EXAMPLE

- CHAPTER NUMBER AND NAME
- Section Name
- Cells, tissues, organs
- important concept/definition/fact/idea
 - important fact/concept
 - definition...
 - ↳ important definition/important
 - ↳ function/role
 - ↳ important fact/concept/word/thing
- Section Name
- Photosynthesis
- important concept/definition/fact/idea
 - important fact/concept
 - definition...
 - ↳ important definition/important
 - ↳ function/role
 - ↳ important fact/concept/word/thing
- Section Name
- Photosynthesis occurs in chloroplasts in plant cells
- as green parts of plants have chloroplasts
 - photosynthesis usually occurs in the stroma
 - the green comes from chlorophyll or photosynthetic pigment

~ note-taking ~

HOW I TYPICALLY TAKE NOTES IN CLASS:

EXAMPLE

Month 1 Day 10th notes

DATE

Main Point

- details/concepts/Examples

Main Point

- 1. Contradiction between
- 2. ...

Event/Issue/Concept -

definition



Event/Issue/Concept

- definition
- important concept/definition/fact/idea

MAIN POINT

- important facts
- description
- thoughts on the people participate in you

Quick Note - 4th round current

- British East India Company
- Quarterly

Key Pointing

- the company was with gov and was the most important
- the company was with gov and was the most important



- the company was with gov and was the most important
- the company was with gov and was the most important

Notetaking Guide Answers

Raffaela Di Napoli

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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