

# how i write outlines/take notes

## ROMAN NUMERAL

### METHOD: outline

I usually  
just make  
classical  
style  
outlines

using  
two points/  
definitions/  
using the  
teacher  
spells out

1. Main Topic  
2. Section Name (p. #)

## IN USUAL OUTLINE

### METHOD:

[Section #] Section Name

→ Summary from teacher

#### Headings:

→ Main, important ones/  
summarized/organized, etc.

#### Sub-points:

- info
- notes
- etc.
- info
- etc.

## EXAMPLE

### 1. Energy and the Cell

A. Cells transform energy as they perform work (p. 500)

B. Chemical energy is stored in bonds. The 3 stages of energy are kinetic and potential.

C. Chemical energy is converted to thermal energy. This may either be released through the exothermic or endothermic reactions.

D. Chemical energy is converted to potential energy. Chemical energy is the potential energy because the release into chemical reaction.

## EXAMPLE

### [Section 1] The World War II

→ The question: What is the best way to combine both a federal system and a central authority? (PPT)

### Causes of the War

[Section 2] Industrial, economic, and political causes contributed the start of World War II.

→ System of nation states that were failing (PPT)

### APPROVALS AND ALLIANCES

→ European colonial powers were divided into 2 sides

For Germany (Axis) and the United States (U.S.A.)

- Germany
- Australia
- Canada
- France
- Italy
- Japan
- Portugal
- Spain
- United Kingdom
- United States

## BASIC OUTLINE

### METHOD:

CHAPTER NUMBER AND DATE

- Keynote Name
- Important terms/ definitions/ facts etc.
- Underlined
- italics
- Section Name
- Important facts
- italics
- Underlined
- italics

## EXAMPLE

### 6.1. PHOTOCHEMISTRY: Using Light to Make Fuel

- Autotrophs are the producers of the biosphere
- Photosynthesis is the process of converting light energy into chemical energy
- Light energy is the energy source for photosynthesis
- Photosynthesis occurs in chloroplasts in plant cells
- the green parts of plants have chloroplasts
- Photosynthesis is a redox reaction
- Light energy causes electrons to move from ground state to excited state

## ~ note-taking ~

### HOW I TYPICALLY TAKE NOTES IN CLASS:

## EXAMPLE

Subject: Class 100% notes

- Bottom with important key things
- notes, definitions
- notes the good, the bad, the ugly, the interesting things

### IDEAS/

- Important facts
- Definitions
- Willing to let the people participate in open

### Objectives: 4 Pinned Cards

- Summarize India's
- Characteristics

Key Ideas → the concepts connect with big and small

→ big and small

Annotations → to note some info in the text that is not in the summary but has been emphasized

Model → graphical representation of words

- High level
- High level

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**Michael Brown**

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