

FORMAT FOR THE OUTLINE METHOD OF NOTE-TAKING

Title or Topic

- I. Main topics will be the main headings (to the left side of the paper near the margin)
 - A. Major sub-topics (indented and subordinate to the preceding heading)
 1. Minor sub-topic (indented under A)
 2. Minor sub-topic (indented under A)
 - a. Detail (under 2)
 - b. Detail
 - B. Major sub-topic (indented the same as major sub-topic A)
 1. Minor sub-topic
 - a. Detail (under 1)
 - b. Detail
- II. Continue in the same way with main topic #2, #3, etc.