

OUTLINE Method of Note-Taking



*These sub-sections
ORGANIZE and CATEGORIZE
your notes – beautiful!*

Heading:

1. Main Topic

a) Sub Topics

- Points Under the Sub Topic
- More Points
- Yet More

b) Sub Topic 2

*Using indentation
keeps things CLEAR
and understandable*

*Develop a
system that
works best for
you and stick to
it!*

2. Another Main Topic

a) Sub Topic

- Points Under this Sub Topic

b) ...and so on!