

TEXTBOOK NOTE-TAKING: OUTLINE

Reading for study is harder than reading for pleasure. Outlining helps you understand difficult textbook chapters, and enables you to think deeply about what you have read. After outlining a chapter, you have a guide for future study.

Use outlines to help you:

- Figure out how the author organized the chapter
- Develop a system for comprehension
- Organize the information
- Understand how ideas fit together
- Think while reading the chapter
- Study for an exam at a later date

You must condense the information into a short, simple outline that you can use for your own future study. To do this you:

- Group similar ideas together
- Rearrange the ideas into your own words
- Look for the relationships among different ideas

Outlining is an alternative method of studying to the SQ3R method. Choose which method of studying and chapter note taking is best for you.

How to outline:

1. Survey the textbook chapter using the SQ3R method of prereading a chapter.
2. Set up a sheet of notebook paper with the title of the chapter on top.
3. Copy the subtitles down leaving a few inches of blank lines between each subtitle.
4. As you read each section, list the main ideas from each paragraph. Use the section you already set up on your notebook paper.
5. Use your own words. Do not copy from the textbook, you won't learn anything if you do.
6. Be brief. Try to condense the material into only a few short words or phrases. Don't use complete sentences.
7. After you finish outlining the chapter, look through your outline and think about how the entire chapter fits.