

HOW TO OUTLINE

MAKE A SEPARATE OUTLINE FOR EACH CLASS

You will need:

1. Your syllabus
2. Your textbooks

ONCE CLASSES START

3. To take good class notes
4. Study your class notes and read your textbooks – TAKE NOTES (summary notes)

STEP ONE: BEFORE CLASSES START

Start with your **SYLLABUS** - Copy and paste it into your Outline document

Now take your **TEXT BOOK** - go to the “table of contents” and list the chapter names and subheadings under the corresponding section of your outline (from the syllabus). This may take a minute but is necessary – so don’t skip this step!

STEP TWO: FIRST WEEK OF CLASSES

1. Each time you go to class, incorporate your **CLASS-NOTES** from that day into the corresponding section of your outline. Do this within 24 hours of the class (important).
2. Each time you have a **STUDY** group session (or study on your own), summarize everything you have learned on the topic at the end of the corresponding section of your outline (even if it repeats the information in the outline – *this is important, don’t skip this step*) – these are your “summary notes.”
3. At the end of each week, condense your **SUMMARY NOTES** into “short phrases.”

STEP THREE: EACH DAY OF CLASS

Incorporate your *CLASS-NOTES* from that day into the corresponding section of your outline.

STEP FOUR: AT THE END OF EACH WEEK

1. After you study and do your textbook reading, summarize everything you have learned on the topic at the end of the corresponding section of your outline into your SUMMARY NOTES.
2. At the end of each week, condense your summary notes into **SHORT PHRASES**.

STEP FIVE: PREPARING FOR EXAMS, REPORTS OR PROJECTS

Review all of your **SHORT PHRASES**, and if there is something you are not clear on, review the *summary notes* and *class notes* from the topic you are reviewing.