

# The Outlining Method

Dash or indented outlining is usually best except for some science classes such as physics or math.

1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.
2. The relationships between the different parts is carried out through indenting.
3. No numbers, letters, or Roman numerals are needed.

## Method

Listening and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indentation can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

## Advantages

Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

## Disadvantages

Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn't lend to diversity of a review attach for maximum learning and question application. This system cannot be used if the lecture is too fast.

## When to Use

The outline format can be used if the lecture is presented in outline organization. This may be either deductive (regular outline) or inductive (reverse outline where minor points start building to a major point). Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. This format can be most effective when your note taking skills are super sharp and you can handle the outlining regardless of the note taking situation.

EXAMPLE

## Decolonization in Africa

### I. Purposes of Colonization

#### A. Econ

1. Raw materials cheap / exploitation
2. Euro Ind. development
3. Mkt for Euro goods

#### B. National Prestige

1. World nations = colonies
2. New nations i.e. Germany sought col. to join game.

#### C. National Security / Projection of power

#### D. "Civilizing" Mission

1. Bring Christianity
2. Cultural transfers
3. Education

- Regard Euro lang.

4. Jules Ferry "superior-civilizing duty"
5. Kipling White Man's Burden

What specific new industries emerged that demanded new materials?

Any practices? - health?

Colonialist quotes

### II. History of Euro-African Interaction /

#### A. Age of Trade

1. 1st intrachine coastal settlements & trade

A. Slaves