

how i write outlines/take notes

ROMAN NUMERAL METHOD: (outline)

required format by my first teacher

EXAMPLE

- I. Main Topic:
 - A. Section Name (pg #)
 1. Important facts, concepts, examples, etc.
 2. ...
 3. ...
 4. ...
 5. ...
 - B. Section Name (pg #)
 1. Important fact/concept etc.
 - a. Separation/spacing into points
 2. **Important fact/concept**
 - a. ...
 - b. ...
 - c. ...
- II. Main Topic and so on...

MY USUAL OUTLINE METHOD:

[Section #] Section Name

→ Summary from textbook

Reading (main idea)

- info (important ideas)
- Events / people / concepts, etc.

Subpoints

- info
- events
- how they affect
- info
- (ex) Examples

I usually take the headings and subheadings and organize my different ideas

EXAMPLE

[Section 1] The Road to World War I

→ At the summer crisis in the Balkans led to conflict with a tension between assassination, Austria-Hungary's demands...

Cause of the War

(main idea) Nationalism, militarism, and a system of alliances contributed to the start of World War I.

→ system of nation states that were forming led to competition

SPAIN AND ALLIANCES

→ Europe's greatest powers were divided into 2 sides

the **Central Powers** (CP) and the **Entente Powers** (EP)

- Germany
- Austria-Hungary
- Italy
- Britain
- France
- Russia
- Japan

BASIC OUTLINE METHOD:

EXAMPLE

CHAPTER NUMBER AND NAME

→ Section Name

- important concept/definition/fact etc.
- **important fact/concept**

→ Section Name

- important fact/definition/concept/word/thing
- important fact/definition/concept/word/thing

Ex: PHOTOSYNTHESIS: Using Light To Make Food

→ Autotrophs are the producers of the biosphere

- **photosynthesis** is the process by which plants and some other organisms use light energy to synthesize organic molecules from carbon dioxide and water.
- ex: plants

→ Photosynthesis occurs in chloroplasts in plant cells

- in green parts of plants (leaves/stems)
- photosynthesis usually occurs in the **stroma**
- the light comes from **photosynthesis** or **photosynthesis**

~ note-taking ~

HOW I TYPICALLY TAKE NOTES IN CLASS:

EXAMPLE

Month 1 Day 10th notes

- Britain with imperialism, but they were industrialized
- others the power, but they had more resources/resources

MATERIALISM

- improved trade
- transportation
- technology let the people participate in gov.

Global Data 4: World Conflict

- British East India Company

1. **Quaternization**

Early History

the company came with pig and cow fat

→ B. took over India but they believed the Company had been in India-indigenous



kept each other at odds

→ major impact

→ British world war 1

DATE

Main Point

- details/concepts/Examples

Main Point

- 1. **Contrast between**
- 2. **Summary, review, and etc.**

Event/Concept/Concept - definition



→ **Effect**

→ **Cause**

→ **Effect**

→ **Cause**

→ **Effect**

And Notetaking Guide Answers Level

Liying Dong



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