

# The Anatomy of the **Outline Note-taking System**

Do you want to take more effective notes during your lecture?

If so, use the Outline note-taking system to quickly organize key points as your professor talks.

- Easy to use during lecture
- Great for structured classes and material
- Do your readings beforehand so you'll know how to organize the information
- Can be hard to show comparisons and connections

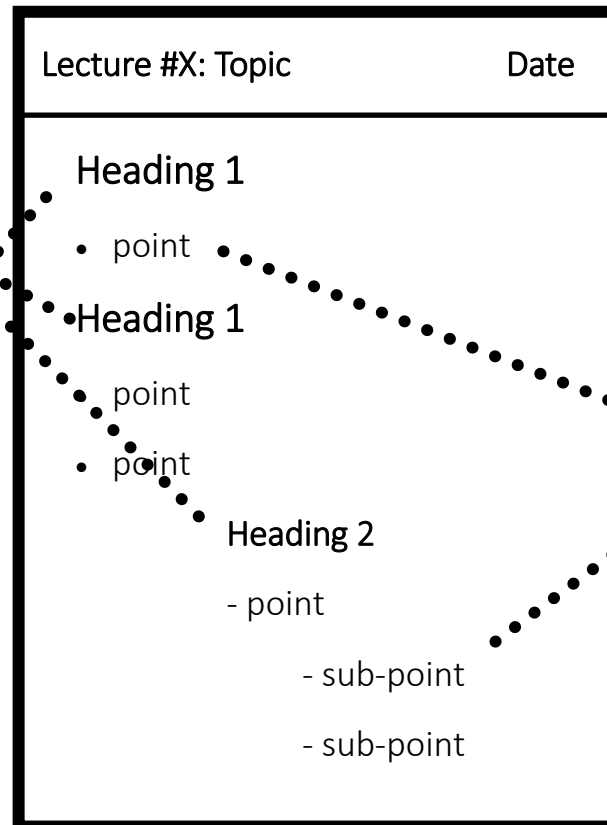
**1**

## **Organize the key ideas with headings**

This will differentiate the importance.

Try using different:

- Font sizes
- Colours
- Formatting



**2**

## **Capture the key ideas using bullet points**