

Modified Outline

The modified outline method modifies the formal outline method by using dashes or indentions instead of numbers, letters, or Roman numerals. Begin with the most general information on the left (main idea) and indent to show related major and minor details.

- Main Idea
 - Major Detail
 - Minor Detail

Below is an example of a modified outline on a lecture explaining effective note-taking.

- Note-taking requires you to:
 - Concentrate on the lecture
 - Active listening
 - Make decisions about the importance of key details
 - Paraphrase, interpret, and question
- Note-taking benefits
 - Allows you to get the most out of class
 - Makes study time more efficient
 - Commits information to memory
 - Writing is an active process
 - Provide cues that stimulate recall
- Suggestions
 - Before class
 - Review notes from other classes and readings
 - Clarify unclear points
 - During class
 - Make notes easy to read
 - Underline key words
 - Connect important thoughts
 - Listen for key words
 - “The most important point...”
 - “The three ideas...”
 - Draw a picture of a diagram
 - Leave a space if you miss something
 - After class
 - Within 24 hours, review, clarify, and elaborate
 - Do it again a week later and a month later