

### Textbook Note-taking: Outline

Reading for study is harder than reading for pleasure. Outlining helps you understand difficult textbook chapters, and enables you to think deeply about what you have read. After outlining a chapter, you have a guide for future study.

*Use outlines to help you:*

- Figure out how the author organized the chapter
- Develop a system for comprehension
- Organize the information
- Understand how ideas fit together
- Think while reading the chapter
- Study for an exam at a later date

You must condense the information into a short, simple outline that you can use for your own future study. To do this you:

- Group similar ideas together
- Rearrange the ideas into your own words
- Look for the relationships among different ideas

Outlining is an alternative method of studying to the SQ3R method. Choose which method of studying and chapter note taking is best for you.

#### ***How to outline:***

1. Survey the textbook chapter using the SQ3R method of pre-reading a chapter.
2. Set up a sheet of notebook paper with the title of the chapter on top.
3. Copy the subtitles down leaving a few inches of blank lines between each subtitle.
4. As you read each section, list the main ideas from each paragraph. Use the section you already set up on your notebook paper.
5. Use your own words. Do not copy from the textbook, you won't learn anything if you do.
6. Be brief. Try to condense the material into only a few short words or phrases. Don't use complete sentences.
7. After you finish outlining the chapter, look through your outline and think about how the entire chapter fits.

### **SQ3R**

#### **Survey the chapter.**

Read the introduction to the chapter.

Look over the major section headings. Glance at the figures.

Skim questions, key words and summaries at the end of the chapter.

Create a context for remembering information.

Generate interest and a sense of what is important.

Plan your study session. Set a time limit for working. Include breaks and rewards.

**Question. Create and answer questions.**

For each section in the chapter, ask these 4 basic questions:

1. What is the main point?
2. What evidence supports the main point?
3. What are the applications or examples?
4. How is this related to the rest of the chapter, the book, the world, to me?

**Read the section.**

Skim or read the section actively. Search for the answers to your questions.

Make notes in the margins to create your own organization

**Recite the main points.**

Look up from the book and verbalize the answers to your questions.

Talk out loud and listen to the answers. Recite to remember.

**Review.**

Now go back and highlight or underline the main points in the section.

Add more notes in the text and margin.

Repeat SQR3 for each section; mini-survey, question, read, recite and review. When finished, create a one page hierarchical summary of the entire chapter.