

how i write outlines/take notes

ROMAN NUMERAL METHOD: (outline)

required format by my first teacher

EXAMPLE

I. Main Topic

A. Section Name (pg #)

I usually jot notes down in the margin

1. Important facts, concepts, examples, etc.
- 2.
- 3.
- 4.
- 5.

and so on...

B. Section Name (pg #)

usually jot notes down in the margin

1. Important fact/concept etc.

- a. Separation/spacing into points

usually jot notes down in the margin

2. Important fact/concept etc.

- a. Expansion, details, more examples, etc.
- b.
- c.

II. Main Topic

and so on...

MY USUAL OUTLINE METHOD:

[Section #] Section Name

→ Summary from textbook

Reading

(margin)

- info (important ideas)
- Extra/extra/extra/extra/extra

Summary

- info
- extra
- extra
- extra

- info
- extra
- extra
- extra

- info
- extra
- extra
- extra

EXAMPLE

[Section I] The Road to World War I

→ 1914 summer - crisis in the Balkans led to conflict with a tension between assassination, Austria-Hungary, Serbia...

Cause of the War

(margin) 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 Triple Alliance (1882) and the Entente Cordiale (1904)

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

BASIC OUTLINE METHOD:

EXAMPLE

Ch. 1: Photosynthesis: Using Light To Make Food

CHAPTER NUMBER AND NAME

→ Section Name

info: important concept/definition/fact etc.

margin: important fact/concept

→ Section Name

info: important concept/definition/fact etc.

margin: important fact/concept/definition/fact etc.

→ Section Name

info: important concept/definition/fact etc.

margin: important fact/concept/definition/fact etc.

→ Autotrophs are the producers of the biosphere

→ photosynthesis is the process by which plants and some other organisms use light energy to produce glucose and oxygen from carbon dioxide and water

→ chloroplasts are the organelles in plant cells where photosynthesis occurs

→ light energy is converted into chemical energy stored in glucose

→ glucose is used by the plant for energy and growth

→ oxygen is released as a byproduct of photosynthesis

→ photosynthesis occurs in chloroplasts in plant cells

→ light energy is converted into chemical energy stored in glucose

→ glucose is used by the plant for energy and growth

→ oxygen is released as a byproduct of photosynthesis

~ note-taking ~

HOW I TYPICALLY TAKE NOTES IN CLASS:

EXAMPLE

March 13th, 2023 notes

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

MATERIALISM

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

Global Trade & Imperialism

- British East India Company
- Queen Victoria

Imperialism

- the competition between the British and the French
- Scramble for Africa

- British and French were looking for the best land to colonize
- the British had been in Africa since the 18th century



- Britain and France were looking for the best land to colonize
- the British had been in Africa since the 18th century

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McDougal Littell Incorporated



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