Notetaking Methods

- Outline Method
  - Commonly used method
  - Organization
    - Org’d by main topic/points, sub-topics/points, & indentations
    - Based on importance
      - Overall class topic not indented
      - Main key points only indented once
        - Sub-points are indented more
  - Pros
    - Easy to organize
    - Useful for quick notes
    - Easy to take notes with computer
      - Can use headings to help make a table of contents
        - Helps to easily find topic/points to review later
      - See connections between main points and sub points
  - Cons
    - Can become very long/multi-paged
    - Can be confusing, particularly for handwriting
    - B/c of above, can be daunting to review later