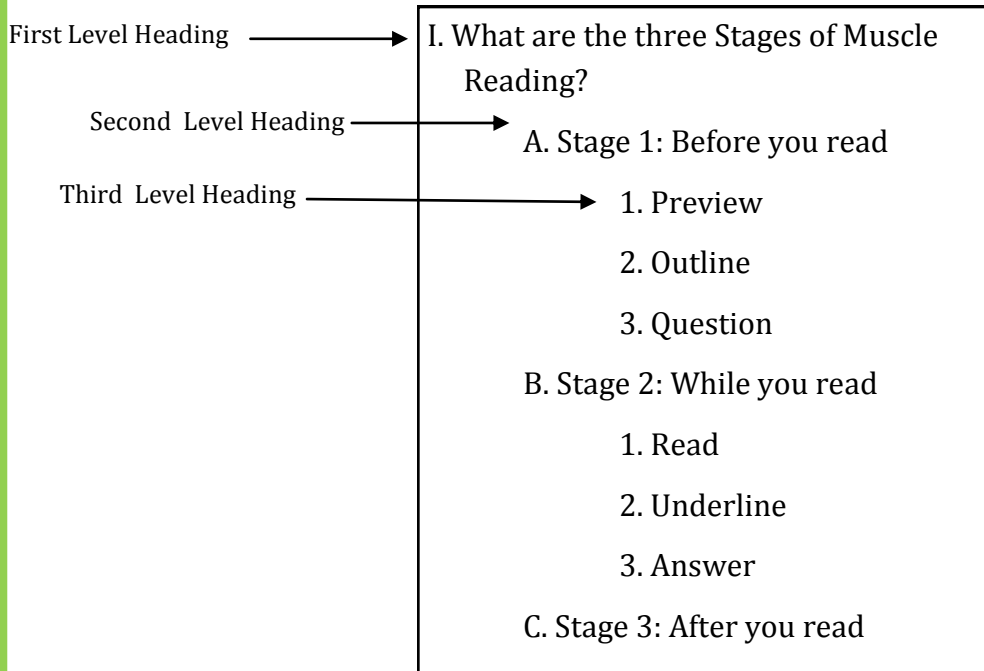




Using the Outline Method



1. In the first level of headings, note the major topics that are presented in a lecture or reading.
2. In the second level of headings, record the key points that relate to each topic in the first level headings.
3. In the third level of headings, record specific facts and details that support or explain each of your second level headings. Each additional level of subordinate heading supports the ideas in the previous level of heading.