

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Color: \_\_\_\_\_

## How to Outline

- I. Outlining Guidelines
  - A. Specific Formatting
    1. Alternate letters and numbers
    2. Indent as you get more specific
    3. Take notes in your own words
    4. You do not need complete sentences
  - B. Has a useful purpose
    1. Breaks apart a passage into topics
    2. Organizes your system of note taking
    3. Gets you ready to compose a writing piece
- II. Outlining your Textbook
  - A. Vocabulary
    1. Identified with Roman numeral I
    2. Each word in the section should be identified
    3. Define each word
  - B. Lessons within Chapters
    1. Each chapter is broken into 3 lessons
    2. Lessons are numbered and are written in bold red letters
    3. ie: **Lesson 1: The Physical Geography of North Africa**
  - C. Sections within lessons
    1. Bold, but in smaller letters
    2. Identify each section with a new letter (A, B, C, ect.)
    3. Change each heading into a question
    4. Take notes that answer the question
      - a. **Landforms and Waterways**
      - b. *What are the landforms and waterways in North Africa?*