

# Outlining: Guidelines

Follow these steps to ensure a neat and accurate outline:

**I. Roman Numerals will ALWAYS be the bold, blue section titles.**

**A. Capital Letters will SOMETIMES be identified as bold, red subtitles.**

*Note:*

*If the textbook doesn't give a bold, red subtitle, you MUST CREATE YOUR OWN  
The topic sentence will give you an idea about how to create your own subtitle.*

**1. Numbers will be used to write information about the subtitles marked by capital letters.**

*Note:*

*Make sure you are writing short statements, NOT sentences!*

**a. Lowercase Letters will be used to write more specific details about the information marked by numbers.**

*Note:*

*When you get to this level, your statements should be extremely short (example: a list of items/people/places)*

**Keep the following in mind:**

- **Bold** and highlighted items should be placed in your outline.
  - **BE CAREFUL!** Important information is not always highlighted or bolded.
  - There will be important information buried in the paragraphs as well.
  - You are responsible for identifying this information in your outline.
- Remember: topic sentences tell you what the paragraph is going to be about
- Keep Roman Numerals, Capital Letters, Numbers, and Lowercase Letters lined up underneath each other to keep your outline neat and organized.
  - The more the sentence is indented, the more specific it should be.
- **READ THE SECTION - DON'T JUST SKIM!**

EXAMPLE OUTLINE		
	<b>9.1: American Foreign Policy</b>	p. 298-301
○	I. Settling Disputes with Great Britain	
	A. Rush-Bagot Agreement	
	1. Issue: _____	
	<i>(keep your indent if you go to the next line)</i>	
	2. Solution: _____	
	B. Convention of 1818	
	1. Gave...	
	2. Set...	
	3. Agreed...	
	II. United States Gains Florida	

# Cornell Method: Guidelines

Divide your page into two vertical sections - the left side should be smaller than the right side.

KEY WORDS	NOTE TAKING COLUMN
<ul style="list-style-type: none"> <li>In this column, you list the key terms, people, places, dates, and items.</li> <li>Helpful Hint: this column can serve as prompts to help you study.</li> </ul>	<ul style="list-style-type: none"> <li>Use bullet points - DO NOT use complete sentences</li> <li>Skip a line between ideas and topics</li> </ul>
SUMMARY	
<ul style="list-style-type: none"> <li>Summarize the main points <u>after</u> you finished reading and completed the columns above.</li> </ul>	

EXAMPLE CORNELL NOTES	<i>Fold along line</i>	
	<b>p. 302-305</b>	
○	<b>9.2: Nationalism and Sectionalism</b>	
nationalism	<ul style="list-style-type: none"> <li>definition</li> <li>caused by...</li> </ul>	
Henry Clay	<ul style="list-style-type: none"> <li>details</li> </ul>	
American System	<ul style="list-style-type: none"> <li>definition</li> <li>more specific info</li> </ul>	
<b>Summary:</b>		
Growing nationalism led to improvements in the nation's transportation systems.		
This Missouri compromise settled an important regional conflict. The outcome of		
the election of 1824 led to controversy.		