Note Taking
Outlining Method

Dash or indented outlining is usually best except for some science classes such as physics or math.

**Method**

Listening and then write in points in an organized pattern based on space indentation. Place major points farthest to the left. Indent each more specific point to the right. Levels of importance will be indicated by distance away from the major point. Indentation can be as simple as or as complex as labeling the indentations with Roman numerals or decimals. Markings are not necessary as space relationships will indicate the major/minor points.

**Advantages**

Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

**Disadvantages**

Requires more thought in class for accurate organization. This system may not show relationships by sequence when needed. It doesn’t lend to diversity of a review attach for maximum learning and question application. This system cannot be used if the lecture is too fast.

**When to Use**

The outline format can be used if the lecture is presented in outline organization. This may be either deductive (regular outline) or inductive (reverse outline where minor points start building to a major point). Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. This format can be most effective when your note taking skills are super and sharp and you can handle the outlining regardless of the note taking situation.

*Information provided by the Academic Skills Center at California Polytechnic State University*

For more information, please visit lasso.okstate.edu/success-coaches or contact Lasso at (405) 744-3309 successcoach@okstate.edu
The Outlining Method Example

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1. The information which is most general begins at the left with each more specific group of facts indented with spaces to the right.

2. The relationships between the different parts are carried out through indenting. No numbers, letters, or Roman numerals are needed.

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Body Language and Oral Presentations

I. BODY LANGUAGE (conveys your state of mind)

A. Movement
   1. Strive for natural movement.
   2. Control distracting mannerisms (pacing, pen-clicking).
   3. Develop natural style
      (a) Move forward to stress points.
      (b) Step back and focus attention on screen.
   4. Hold objects so audience can see them.
      (Never pass them around)
   5. Avoid excessive and uncontrolled movement.

B. Facial Expressions
   1. Smile.
   2. Appear relaxed and friendly.

C. Gestures
   1. Use natural gestures to emphasize what you’re saying.
   2. Integrate and coordinate gestures with text.
   3. Examples
      (a) Number of fingers = number discussed.
      (b) Sizes, shapes – tall, short
   4. Use gestures to help pace yourself.
   5. Use gestures based on audience size.

D. Posture
   1. Practice good posture.
   2. Don’t prop up against wall or desk.
   3. Don’t sit unless it’s part of presentation.