Outlines

**Goal:** To consolidate and organize related information in a structured way.

Here is one way to produce an outline:

```
Title
I. Main topic
   A. Subtopic
      1. Key Point
         a) Detail
         b) Detail
   B. Subtopic
      1. Key Point
         a) Detail
         b) Detail
         (1) Resource
```

Here is an excerpt from an outline:

```
I. The Social Production of Health
   A. Social Factors Affecting Health and its Social Construction
      1. Built environment (What we are exposed to) can affect our health
      2. Rich or poor, cancer strikes BUT the probabilities are different
         a) Poor people are MORE likely to get cancer
         b) You can get cancer regardless of your economic standing
         (1) Resource: “Contradictions” by Rothman
```

When To Use It: This form of organization can be applicable towards many different purposes. For instance, you can use it for note taking, planning an essay, and creating a study guide or other study materials.