Outlines

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

Here is one way to produce an outline:

- Title
  - Main Topic
    - A. Subtopic
      - 1. Key Point
        - a. Detail
        - b. Detail
      - B. Subtopic
        - 1. Key Point
        - 2. Key Point
          - a. Detail
    - i. Resource

These are useful to include when outlining a paper.

Here is an excerpt from an outline:

- 1. 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
    - i. 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.