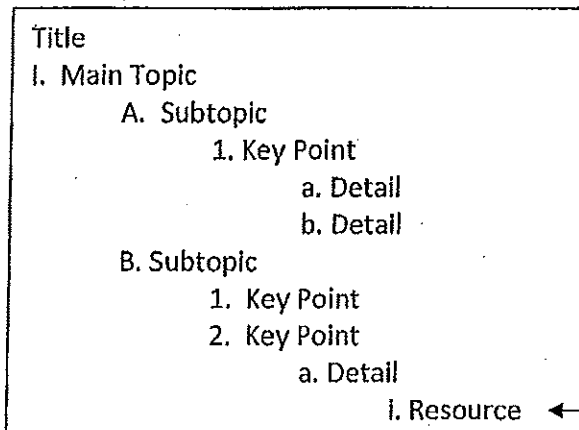


## Outlines

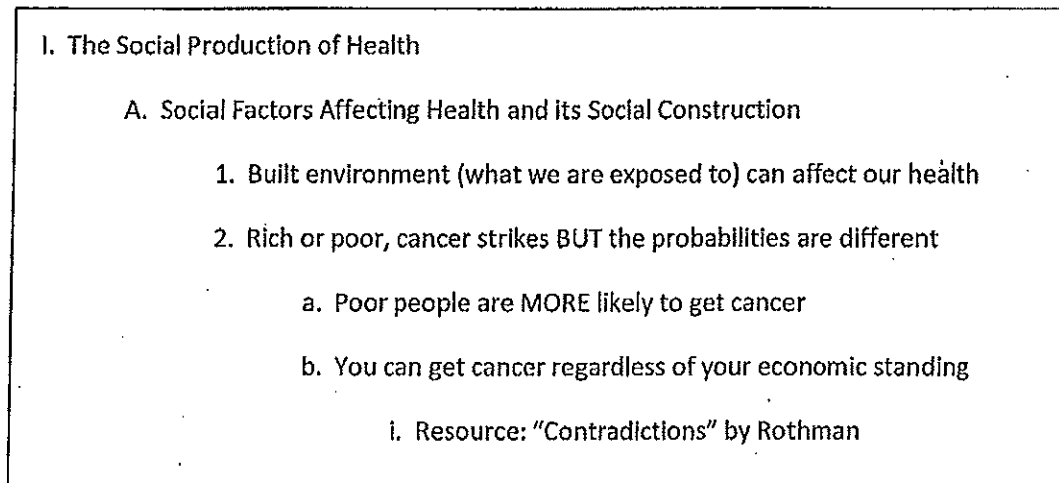
**Goal:** To consolidate and organize related information in a structured way.

Here is one way to produce an outline:



These are useful to include when outlining a paper!

Here is an excerpt from an outline:



**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.