

How To Take Good Notes For Class & Homework

Use the following outline format as a guide for how you should be taking notes. This format should be used for class discussions & lectures as well as for assigned homework readings.

Title	The First Day of Social Studies Class
I. Main Idea (or Topic Sentence)	I. Mr. Ko told us his expectations
A. First Point	A. Students must follow 3 rules
1. Supporting detail	1. Be on time to class
2. Supporting detail	2. Follow directions
3. Supporting detail	3. Be respectful
B. Second Point	B. Students will be rewarded if they follow the rules
1. Supporting detail	1. Praise from Mr. Ko
2. Supporting detail	2. Positive phone calls or notes to parents
3. Supporting detail	3. Good grades
II. Main Idea (or Topic Sentence)	C. There will be consequences for breaking the rules
A. First Point	1. Verbal reminders
1. Supporting detail	2. Student-teacher conferences
2. Supporting detail	3. Phone call home
3. Supporting detail	4. Send to dean
B. Second Point	5. Bad grades
1. Supporting detail	II. Mr. Ko promised to be fair
2. Supporting detail	A. Grading system explained
3. Supporting detail	B. Reward for working hard
	C. Everyone will be given the chance to prove themselves

Notes to Remember:

1. A topic sentence introduces the main idea for the paragraph.
2. The format of the outline is meant to be flexible and should be adjusted to fit the needs of your assignment.
3. The purpose of an outline is to organize information efficiently.