



Writing Center

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Using an Outline as a Study Aid

An outline is a short summary, often in the form of heads and subheads; hence, a presentation of the most significant features shown in a form which shows relationships and relative importance.

1. Purpose:
 - a. To separate the **important points** from the bulk of the chapter.
 - b. To act as an aid in **understanding** of the chapter. (And you can't remember what you don't understand.)
 - c. To assist in **learning** because it requires thought and effort.
 - d. To aid in **reviewing** for quizzes and tests. (If you outlined properly, there is no need to reread your book.)
 - e. To develop **logical thinking**.
2. How to prepare:
 - a. Use either key words, phrases, or sentences. Each style has its advantages.
 - b. Add enough explanation to enable understanding, but not so much that you defeat the purpose of outlining--which is to simplify.
 - c. Should be readable.
3. How to use
 - a. Quick review before class.
 - b. Lengthy review before test.
 - c. Constant review for final.
 - d. As an aid in expression, written or spoken.

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