Outline

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

I. Purpose:
   A. To separate the important points.
   B. To act as an aid in understanding.
   C. To assist in learning.
   D. To aid in reviewing for quizzes and tests.
   E. To develop logical thinking.

II. 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 too much that you defeat the purpose of outlining, which is to simplify.
   C. Should be readable.

III. 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.