

Outlines

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

Here is one way to **produce** an outline:

Title

- I. Main topic
 - A. Subtopic
 - 1. Key Point
 - a) *Detail*
 - b) *Detail*
 - B. Subtopic
 - 1. Key Point
 - a) *Detail*
 - b) *Detail*
 - (1) Resource

← These can be useful to include when outlining a paper!

Here is an excerpt from an outline:

- I. 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
 - (1) 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.