Unit 1

Taking Excellent Notes

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1. Excellent notes use an <u>Outline</u> format

    (a) This is required for my class to get your points for notes!

2. This works in all of your classes.

3. Examples

    (a) Good
    1. Main Idea 1
        a. Detail 1
        b. Detail 2
            i) Detail about Detail 2
            i) Another detail about Detail 2
        c. Detail 3
    2. Main Idea 2
    etc...

    (b) Bad
    1. Main Idea 1
    a. Detail 1
    b. Detail 2
    i) Detail about Detail 2
    i) Another detail about Detail 2
    c. Detail 3
    2. Main Idea 2
    etc...

Note the good

Indentation –>