

# Note Taking Strategies

# Outlining Method

- Body Language and Oral Presentations Traditional Format
- I. BODY LANGUAGE (conveys your state of mind)
- A. Movement
1. Strive for natural movement.
  2. Control distracting mannerisms. (pacing, pen clicking)
  3. Develop natural style
    - (a) Move forward to stress points.
    - (b) Step back and focus attention on screen.
  4. Hold objects so audience can see them. (Never pass them around)
  5. Avoid excessive and uncontrolled movement.
- B. Facial Expressions
1. Smile.
  2. Appear relaxed and friendly.
- C. Gestures
1. Use natural gestures to emphasize what you're saying.
  2. Integrate and coordinate gestures with text.

**Method:** Write notes in an organized fashion using indentations to visualize and organize large topics down into smaller topics. Place major points farthest to the left. Indent each more specific point to the right. You can use numbers and letters, as shown above, or you can use bullet points, hyphens, etc.

**Advantages:** Well-organized system if done right. Outlining records content as well as relationships. It also reduces editing and is easy to review by turning main points into questions.

**Disadvantages:** Requires more thought in class for accurate organization. This system itself does not show relationships unless they are presented in sequence. Because it requires more thought, it can be hard to keep up if the lecture is moving quickly.

**When to Use:** Can be used in any lecture format, but may require you to be familiar with the lecturer's style before implementing it. Use this format when there is enough time in the lecture to think about and make organization decisions when they are needed. This format can be most effective when your note-taking skills are well-developed and you can handle the outline regardless of the note-taking situation.<sup>1</sup>



Saint Mary's  
University

<sup>1</sup> "Common Note-Taking Methods." *Common Note-Taking Methods* | University of Tennessee at Chattanooga, [www.utc.edu/enrollment-management-and-student-affairs/center-for-academic-support-and-advisement/tips-for-academic-success/note-taking#charting](http://www.utc.edu/enrollment-management-and-student-affairs/center-for-academic-support-and-advisement/tips-for-academic-success/note-taking#charting). Accessed 19 Sept. 2024.