

Outline Guidelines

After the title, start with content vocabulary. Write each content vocabulary word for that section along with a short definition you get from the context of the chapter. **Please do not copy from the glossary.**

Each heading should be written down and color-coded according to the color in the textbook. Please see that example for chapter 2 below.

Follow the formal outline format example below including Roman numerals, capital and lower-case letters, numbers **and indentations**. This will make your outline easily navigable.

Read one paragraph at a time... carefully. Notate on your outline the main points and important details. All these should be in fragments. Use abbreviations, symbols, shorthand, etc.

Sample Outline

Outline 2.1

I. Founding the American Colonies (blue)

Content Vocab

Charter: right to org. a settlement

Burgess: representative

Mayflower Compact: 1st dem. gov't in Americas

Constitution: formal gov't

Toleration: acceptance of diff. beliefs

Dissenter: one who disagrees

Persecute: treat harshly due to beliefs

Diversity: variety

Debtor: one who owes \$

A. Settlements in America (red)

-Spain= Caribbean, Mexico, Central Amer.

-French & English= North Amer.

- Spanish priest set up mission in N. Amer.

1. France's Fur- Trading Empire (blue)

a. beaver fur= \$

b. Samuel Champlain= trading post in Quebec

2. The Dutch in North America (blue)

a. N. America- trading posts

b. New Netherland- New York today

B. The Virginia Colony (red)

-Roanoke- English colony that disappeared

- "Lost Colony"

1. Virginia (blue)

a. English Virginia Company

What content should be included in my outlines?

The following are examples of what might be included in “main ideas and important details”:

- All proper nouns
 - people
 - places
 - events
 - laws
 - objects
- “W”s
 - who
 - what
 - when
 - where
 - why
- Detail concepts introduced on Content Vocabulary
 - Explained- not just mentioned
- Anything that is the 1st or last of something
 - Examples:
 - VA House of Burgesses- 1st representative government in America
 - Gettysburg- Last time the South launched offensive battle against the North (Civil War)
- Anything that is a cause or effect of something else
 - Examples:
 - Lincoln elected in 1860- S. Carolina secedes
 - Patriot win at Saratoga- Fr. decide to help colonies
- Look at the textbook headings. Your notes should address that topic.
 - Example:
 - If the heading says “Election of 1864”, you should include who was running, who won, and any other things that were mentioned about the significance of that election.

*Remember, the purpose of outlining is not only for you to gain an understanding of the content, but to teach you how to take notes on textbook readings. If you take AP classes in high school, this form of notetaking will be invaluable! (Just ask my former students and the AP teachers at YLHS!) You should include anything that an AP teacher might include on a reading quiz. You **will** also use this skill when you go to college.