

# How to Study: Note Forms

## Form I - The Paragraph Form

Form of taking notes — form is important — provides organization, major points, minor points, relationships, details. Paragraph form — easiest, poorest, write until idea changes, then begin new paragraph. Sentence Form — more difficult than Paragraph Form, better, series of numbered statements. Standard Outline Form — best for organization, most difficult; uses Roman numerals, letters, numbers, indentation to show organization. Notes for your guidance. Decimal Outline Form — like Standard Outline only uses decimal system, complex. Dash Outline Form — also like Standard Outline, but uses dashes instead of symbols; good organization, simple, preferable: Standard Outline Form and Dash Outline Form. May combine.

## Form II - The Sentence Form

1. The form of taking notes is important.
2. It provides organization by showing major points, minor points, their relationship to each other, and details.
3. The paragraph form is the easiest to use and the poorest.
4. For the paragraph form you write as a paragraph until the idea changes.
5. The sentence form, a little more difficult and a little better is a series of numbered statements.
6. The Standard Outline Form is the best for organization and the most difficult to follow.
7. It uses Roman numerals, letters, numbers and various types of indentation.
8. Remember that notes are for your guidance only.

## Form III - Standard Outline Form

- I. Form of taking notes
  1. Form is important
  2. Form provides organization
    - a) Major points
    - b) Minor points
    - c) Relationship between them
    - d) Details
- II. Comparisons of Forms
  1. Paragraph Form
    - a) Easiest
    - b) Poorest
  2. Sentence Form
    - a) More difficult
    - b) Better
  3. Standard Outline Form
    - a) Best for organization

## **Form IV - Decimal Outline Form**

1. Form of taking notes
  - 1.1 Form of note taking is important
  - 1.2 It provided organization
    - 1.21 Organization is based on major points, minor points, the relationship between them, and details.
  - 1.3 Paragraph Form
    - 1.31 This is the easiest to take, but the least useful.
    - 1.32 You write until the idea changes, then you begin new paragraph.
  - 1.4 Sentence Form
    - 1.41 This is more difficult, but also better
    - 1.42 You use a series of numbered statements.

## **Form V - Dash Outline Form**

### Dash Outline Form

- form of taking notes
- important because provides organization
- major points, minor points, relationships between them, details

### Paragraph Form

- easiest, but poorest
- write until idea changes; begin new paragraph

### Sentence Form

- more difficult, but better
- series of numbered statements

### Standard Outline Form

- best for organization, but most difficult