Note Forms

Form I

The Paragraph Form

Form of taking notes provides organization, major points, minor points, relationships, details. Paragraph Form—easiest, poorest, write until idea changes then begin a new paragraph. Sentence Form—more difficult than Paragraph form, better, series of numbered statements. Standard Outline—best for organization, most difficult using 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 (these may be combined).

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
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 but a little better, is a serious 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
   A. Form is important
   B. Form provides organization
      1. Major points
      2. Minor points
      3. Relationship between them
      4. Details

II. Comparison of Forms
   A. Paragraph Form
      1. Easiest
      2. Poorest
   B. Sentence Form
      1. More difficult than Paragraph Form
      2. Better than Paragraph Form
   C. Standard Outline Form
      1. Best for organization
Form IV

Decimal Outline Form

1.1 Form of note taking is important.
1.2 It provides 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

Form of Taking notes
- important because provides organization
- major points, minor points, relationship between them, details

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

Sentence Form
- more difficult, but better
- serious of numbered statements

Standard Outline Form
- best for organization, but most difficult