

OUTLINING

When & How to Begin

Please Sign In:



WHEN

NOW

WHAT

Outline – Active Learning Tool

Do

- Focus on the big picture – identify key concepts with important details
- Personalize your outline to your style & needs
- Tailor your outline to your class/professor & subject
- Ask for help if you need it

Don't

- Create a complete script of class organized by cases
- Rely on the outlines of others
- Wait until the very end of the semester

“Comprehensive Indexed Summary”



Study Guide

Learn
Review
Expert



Reference Guide

HOW

Creating an Outline

Gather materials

Create a template & structure

Create hierarchies within your template

Synthesize rules

Case blurbs

Group work

Office hours

MATERIALS

Be sure to cite your sources

- Casebook
- Rules and Statutes
- Syllabus
- Class Notes
- Reading Notes
- Case Briefs
- Professor's Materials
- Secondary Sources

Template



An outline needs
structure

The diagram consists of three identical graphic elements arranged horizontally. Each element is composed of two overlapping rounded rectangles: a dark blue one in the background and a lighter blue one in the foreground. The text is centered within the foreground rectangle.

Use your syllabus
to make a skeleton
outline that you will
then fill in

Your template
serves as an
overview of the
course

Create Hierarchies

- The structure of the details in the outline is important – how you organize the information & connect it all together is how you learn
 - An active process
 - Struggling with material creates patterns of memory in your brain
- Your outline must make sense to you & correlate with how the course was taught
- Organized systemically by topic

Synthesized Rules

Fill out your outline with the synthesized rules from cases for each topic



Include distinctions & exceptions to the rule

Case Blurbs



Include blurbs of cases that illustrates the rule



A blurb should be a sentence or two – only what is necessary to illustrate the rule & jog your recollection of it

Different Options



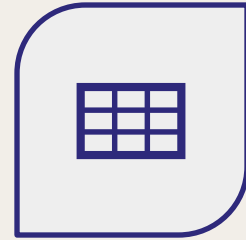
PROCESS BASED
APPROACH



CHECKLIST

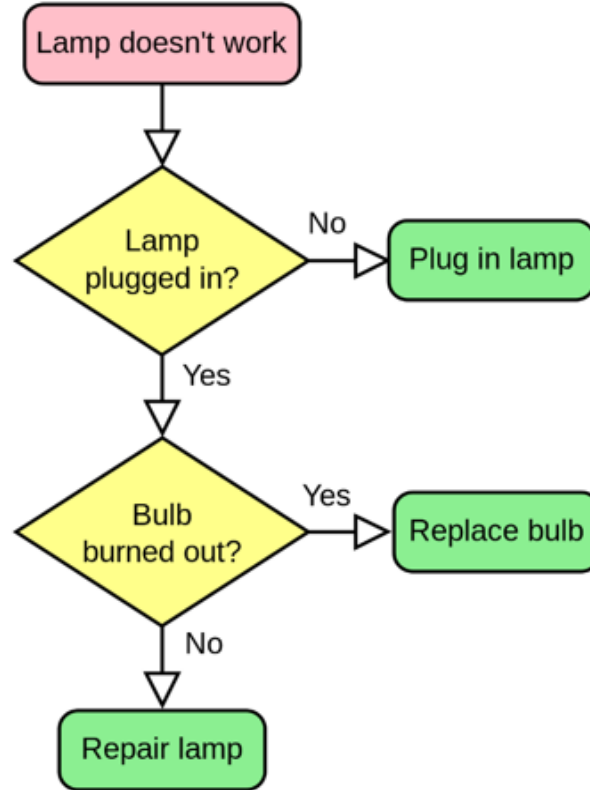


PUNCH LIST



CHART

Flowcharts Can Help



Types of Flowcharts

- Can create flowchart with provides progression for certain issues or elements (e.g. **formation** of a contract)
- Can create a flowchart which provides diagram for more extensive progression



- Can create flowcharts which organize entire course materials

More Study Tools

- Incorporate alternate or supplemental methods of studying that help you the most
 - Flashcards
 - Mnemonics
 - Particularly helpful to prepare for closed-book exams
- You are the expert on you!
 - Incorporate study methods that have worked for you before

Considerations

- Digital v. printed
- Ultimate outline v. Attack outline; Substantive v. Skeletal

Use Your Outlines

- Wrap up your outline with enough time for you to use it on practice exams
- Ask yourself:
 - Is my outline helping me learn?
 - Does my outline help me work through problems/past exams?
 - Do I understand what I wrote?
 - Do my synthesized rules make sense?
 - Can I paraphrase the rules?
 - Can I give an example that satisfies the rule & one that does not?

QUESTIONS?

WORKSHOP

Please Sign In:





