

CREATE A READING OUTLINE: INSTRUCTIONS

WHY CREATE A READING OUTLINE

Outlining your reading material is a useful method for demonstrating that you understand the material you have read. The benefits of outlining your reading material includes:

- Improving your ability to remember what you have read
- Provides a study guide for the material you have read
- Develop a better understanding by distinguishing between main ideas and supporting ideas or examples

Step 1: Read & Examine

1. Skim the text for an overview of the content's structure:
 - a. Title
 - b. Headings
 - c. Be able to answer the question: "What is the text talking about?"
2. Read the entire text
3. Locate the main idea of each paragraph
4. Find key phrases
5. Find supporting details



Study Tip: Use 3 different colored highlighters mark topic sentences, keyphrases, supporting details.

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Steps 2: Evaluate

1. Group main idea together
2. Determine if key phrases describe a process or present an example
3. Decide which supporting details should be included in your outline

Step 3: Organize

1. Arrange Information
 - a. Level 1: Main Idea
 - b. Level 2: Key Phrase
 - c. Level 3: Supporting Details

Best Practices

1. Use paraphrasing and summarizing in your words
2. Use complete sentences
3. Review your outline by comparing it with the reading material and ensure that no important information was missed

OUTLINE SAMPLE:

I. Chapter 3: The Case of Angry Birds: Decisions, Decisions (Bauer & Erdogan, 2017, p. 3.2)

[Main Idea] a. Founders found their niche

[Key Phrase] i. Mikael Hed

[Supporting Details]



1. Graduate of Business school
2. Left Rovio for a little while due to disagreement with father, Kaj

ii. Niklas

1. Invented his first game at 12
2. Studied computer science and gained technical expertise

iii. Kaj

1. Father of Mikael
2. Entrepreneur owned other companies
3. Investor in Relude aka Rovio

b. Relude, soon to be Rovio, Break into the Tech world

i. Competed in 2004 competition which sparked interest in building a company

ii. Founded company, Relude

iii. Generated 51 games for other companies

1. Changed name to Rovio meaning “bonfire” in Finnish
2. Started to suffer financially
3. Lost employees