Study Guide

Organizing Information
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**Organizing Information - F**Organizing information applies to taking notes and outlining information. Developing the correct outline format is essential to mastering this skill.

Outlines present information in categories. Within each outline category, subcategories further classify information. Consider the following example of an outline about colors:

Outline Topic: Colors

I. Primary Colors

 A. Blue
 B. Green
 C. Red

II. Pastel Colors

 A. Pink
 B. Lavender
 C. Yellow

The topic is divided into two main categories (primary and pastel) which are then further divided into subcategories.

Many people use outlines to organize information in preparation for writing. Also, outlines are used to determine how different types of information relate to one another. It may be useful to help the student develop an outline for his or her interests. Before beginning to write a paper, he or she should try to organize ideas in an outline.