Example of an outline of a typical chapter from a textbook:

*First, make sure you identify which chapter you are working on:*

**Chap. 1.4 – The 13 English Colonies**

*Then, skim chapter to see what its about and how its organized. Look at any pictures and charts.*

*(I notice that this chapter is organized into four sections.)*

*Then, go back to the first section Use the biggest heading or idea to start your outline – in our book it’s the first big section under the read heading. Everything under this Roman numeral I will be about New England Colonies. I notice that it’s divided already into two topics – Founding and Economics. Those blue sub headings will become my sub topics.*

I New England Colonies

1. Founding
2. Economy

*Next – I read each blue subsection for details that I think I need to remember for that topic. I’ll label them with regular numbers. I restart my numbers for each blue subtopic. I also highlight chapter vocab.*

1. New England Colonies
2. Founding
3. Puritans founded Massachusetts Bay Colony
4. Puritans were strict – some colonists left them to start other colonies
5. Economy
6. Harsh climate
7. Subsistence farmers – people live on what they grow themselves.
8. Products of forest and sea are useful
9. Fish
10. Whaling
11. forests

*Notice I kept making my categories smaller and smaller – indenting to identify what details belongs to what idea.*

*When you get to a new big section, start the process over again:*

1. New England Colonies
2. Founding
3. Puritans founded Massachusetts Bay Colony
4. Puritans were strict – some colonists left them to start other colonies
5. Economy
6. Harsh climate
7. Subsistence farmers – people live on what they grow themselves.
8. Products of forest and sea are useful
9. Fish
10. Whaling
11. Forests
12. Middle Colonies