Title of Strucured Outline

I. first point of outline

 A. idea of point

 1. summary of idea or its root

 a. further detail if necessary

 b. make up something if you have to

 2. Never have only one sub-point

 B. It is always helpful to overdue something

 1. because when you go back

 2. you know you covered everything

II. Continue on with this format

 A. To maintain a consistent and organized structure

 B. So it is easy for you to organize your thoughts

III. And review for your assessment.

Summary: Summaries are always helpful but not always necessary in your notes.