**How to Outline Informational Texts**

**Outlining informational texts is a type of note-taking. It can be very helpful in identifying important concepts, finding key evidence, and organizing an essay. It is easier to create an outline while reading the text rather than going back after finishing the text.**

Main Topic (title of article)

1. Major Subtopic #1 (subsection of article)
   1. Minor Subtopic #1 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)
   2. Minor Subtopic #2 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)
2. Major Subtopic #2 (subsection of article)
   1. Minor Subtopic #1 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)
   2. Minor Subtopic #2 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)
3. Major Subtopic #3 (subsection of article)
   1. Minor Subtopic #1 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)
   2. Minor Subtopic #2 (key point of subsection)
      1. Detail #1 (supporting evidence of minor subtopic)
      2. Detail #2 (supporting evidence of minor subtopic)

\*The format of an outline will vary depending on how much information is included in the text.