A Guide to Creating Chapter Outlines

The goal of creating a good chapter outline is to help you to remember and retain the information that is in the chapter. There is a great deal of vocabulary in Business. The ability to outline the chapter effectively will help you gain additional knowledge in the course and to learn new business terminology.

The chapter outline should be two to five type pages. Please submit the outlines in accordance with the dates listed in your course syllabus.

I. Section Heading
   A. Main Point
      1. Definitions
      2. Examples
      3. Connection to the chapter

II. Section I - Each chapter is to be divided into sections.
   A. First, you should provide a section heading. The heading will identify what the section is about.
   B. Second, you should define the main points of the section. You are to summarize the sections in your own words.
   C. The third thing to do is to define key words in the chapter. Providing examples of business terms is very helpful.
   D. The fourth goal is to make a connection by relating the section to the terms you’ve learned.
   E. This will help you to remember and understand the key points.
   F. Provide examples that you can relate to; this will help you to remember what you have read. You may use examples in the book.

**NOTE:** You will repeat the process until you complete the entire chapter.