

Notebook note taking strategies

- 1) Divide paper on left side of notebook into two columns – 1/4 and 3/4 of page
- 2) Write title on top of page
- 3) Main Ideas: outline the headings for the section in the left column
- 4) Prior Knowledge/Ask Questions –
 - a) What do you already know about the topic: books, movies, etc.
 - b) What questions are there you might be interested to have answered.
 - c) What do you want to learn?
 - d) How does this relate to prior topics covered in class?
- 5) Read ahead, one main section at a time (red heading to red heading)
- 6) Vocabulary: review the highlighted words and any others that have importance to the text. Make sure you understand them, especially in context to the material.
- 7) Re-read each subsection
- 8) Details: paraphrase only the important information that pertains directly to the idea in the section heading. (see strategies below)
- 9) continue re-reading and taking notes until section is complete
- 10) Following completion of notes:
 - a) complete study guide on right side of notebook
 - b) write summary of notes (for homework)
 - c) complete section assessments (for homework)

Keep notes to the page length. Do not extend beyond the page onto the next page or add a piece of paper to the bottom.

You should, by the time you have read, re-read, etc., have gained greater understanding and knowledge. The notes should serve as a quick reference to the most important points, and are not meant to be a rewriting of them in full.

By keeping them to a single page, you must focus on and think about the material, what is important, and what is less so. This also prevents them from running on too long, and losing their effectiveness, both as a learning and reference too.

Strategies

- Notes should directly relate to the main idea.
- Paraphrase, rewrite, condense, and shorten. There is no need to write complete sentences.
- Use abbreviations, symbols, initials instead of names, etc.
- Each paragraph, for instance, might not need notes. Or, sometimes details from 2-3 paragraphs can be combined.
- Not every topic (idea) in each section carries equal importance. Notes should be weighted towards the more important ideas.