

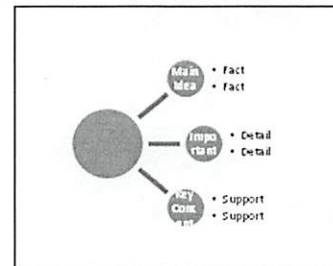
FOUR WAYS TO TAKE NOTES

For All Notes:

1. The top of your notes should be labeled with your name, the date, and the chapter section. You can also give the chapter section your own creative name if you choose to help you remember.
2. *More is not better.* Focus on quality over quantity. Think about being detailed-oriented, specific and analytical. Be concise and efficient.
3. *Read first, take notes second.* The sentences that come first and last are not always the most important (nor are the words in bold the only important words!). Read an entire paragraph and or subsection before deciding on what to include in your notes.
4. *Don't forget dates!* While specific dates are only occasionally important, chronology **always** is.
5. *Use color.* Highlight key words, terms, or dates in different colors so that when you are studying it is easier to find what you are looking for.
6. *Don't try to fake it.* Anything other than thorough note-taking will be immediately recognized and penalized. Don't waste anyone's time!
7. *If you are having trouble or are getting low grades and don't know why—come see Ms. Paras ASAP for help!*

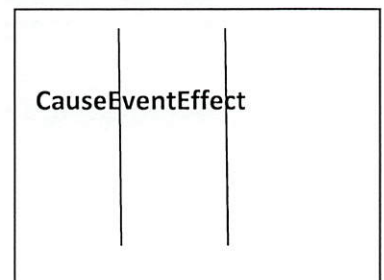
Mapping

1. Do not follow the lines of the paper while taking notes. Think instead about how what you are reading connects. Group items of similar content together spaced around the paper.
2. Use arrows, lines, circles, or other symbols to connect material to emphasize the relationships between things (similarities, differences, cause and effect).
3. Use different colors or shapes to show the difference between main ideas and supporting details.



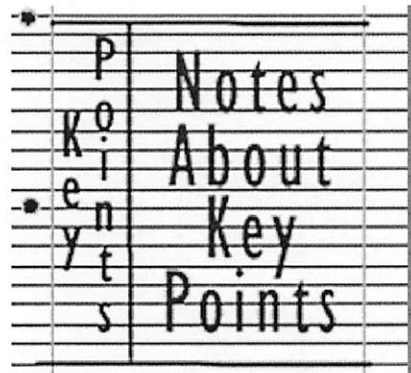
Chart

1. Create three columns on your paper. The first should be labeled **cause**, the second **event/term**, and the third **effect**. As you read, find key events or terms. Write them under the middle column. Then write down the important information (who, what, when, where, how) of that event or term.
2. In the preceding column, write down the cause of this event/term. Oftentimes, this will be another term or event—but not always! Make sure to give the 5ws/h of that as well.
3. In the last column, write down the effect that event or term had. This is your analysis. Think about what impact the term or event had or what happened as a result of it. Be specific.



Cornell

1. Create two columns on your page. The left column should be about 1/3 of the page and the right column should be 2/3 of the page. When you are reading, write notes in the right column. Feel free to use bullet points and abbreviations.
2. After you complete your notes, go back and write the key ideas, names, events, etc. in the left column next to the corresponding section of notes.
3. Possible Modification: Split the right column into two columns, labeling one “book notes” and one “class notes.” This way you can take notes in class on a topic next to the spot you took the notes from the book.



Outline

1. Next to the upper-case Roman numeral, write down the main idea of the section. Use the section heading titles to help you, but don't just copy the section headings down.
2. Below that, write a capital letter for each key supporting fact. This does not just mean the words in bold! Think about what facts in the section help explain the main idea. (Hint: topic sentences help!)
3. Then using numbers, write down details. Make sure to think about details that are relevant to the main idea. List at least two details under each fact.

I. Main Idea

A. Supporting details

- 1.
- 2.

B. Supporting details

- 1.
- 2.

****Notes should be in class every day!****