

Tips for Taking Great Notes

One skill required for any class is to be able to take good notes. These skills will come in handy for this year, high school and college!

- Be sure you take NEAT and LEGIBLE notes, they won't do you much good if you can't read your own writing!
- Each section of your book has key terms, and concepts - these must be in your notes!
- The Key Terms are listed for you at the beginning of each section of each chapter, they are also in **bold** throughout the chapter.
- The Key Concepts are things that you should understand **and be able to explain** after reading the section.
- The sections in the book have **headings** that are in **blue** that give you an idea of what that bit of reading is about. These headings should go in your notes as a guide for what your notes are about.
- Some headings have **subheadings** that are in **red**, these are subtopics that lie within the heading topic.
- It is also a REALLY good idea to incorporate pictures and diagrams with labels as well as concept maps in your notes. These will help you understand and simplify concepts. They are also a great help when studying notes for quizzes and tests!
- The use of **color** is another great tip when taking notes. **Highlight key terms**, underline sections of importance and **color your diagrams**. **WARNING** – Don't go color crazy. Remember, the point of using color is for important sections to stand out to you when you review your notes. If you color or highlight everything, it does not good. *Just the really important stuff!*

The Cornell Notetaking Method

Dr. Pauk created the Cornell Notetaking System which is used at Stanford, UCLA's School of Engineering, most law schools and of course at Cornell University. The Cornell System requires you to review notes and THINK critically after learning has taken place.

<p><i>Title</i></p> <p>What are you reading about? This is going to be the section title.</p>	
<p><i>2. RECALL COLUMN</i></p> <p>Review the notes column, take</p> <ul style="list-style-type: none">● main ideas● key concepts● important facts● questions you may have about the material and write them here	<p><i>1. NOTES COLUMN</i></p> <ul style="list-style-type: none">● Note main ideas and concepts.● Don't mindlessly comp- rephrase what you can to retain information.● Skip one line between ideas,● Several between topics● Include pictures, diagrams, concept maps and symbols.
<p><i>3. SUMMARY SECTION</i></p> <p>Guess why it's called that</p> <p>Summarize the main points here at the end.</p>	