

Note-Taking 101

Note-taking is all about getting a TON of information and narrowing it down to the IMPORTANT stuff!

1) Scan through one section of the text paying close attention to TEXT FEATURES (headings, subheadings, bold words, maps, graphs, captions, Key Ideas, etc.)

2) Go back and re-read the part that you've scanned very carefully.

3) As you read, ask yourself:

What is important in this part?

What are the important words?

4) Write down the important information and bold/highlighted words using THIS format:

1) Write the title of the section of text you are taking notes on here

A) Write the 1st HEADING you read here

- Write VOCABULARY words and their definitions that are found in the section using a BULLET POINT
- Also write important information related to the heading using a BULLET POINT
- Remember to keep your notes short (not copied completely from the book/text)

B) Write the 2nd HEADING you read here

- Write VOCABULARY words and their definitions that are found in the section using a BULLET POINT
- Also write important information related to the heading using a BULLET POINT
- Remember to keep your notes short (not copied completely from the book/text)
- You may have 2 bullet points or you may have 10

C) Continue writing HEADINGS as you find them in THE SECTION

2) Write the title of the NEXT section of text you are taking notes on here

A) Write the 1st HEADING you read here

- Write VOCABULARY words and their definitions that are found in the section using a BULLET POINT
- Also write important information related to the heading using a BULLET POINT
- Remember to keep your notes short (not copied completely from the book/text)

B) Write the 2nd HEADING you read here

- Write VOCABULARY words and their definitions that are found in the section using a BULLET POINT
- Also write important information related to the heading using a BULLET POINT
- Remember to keep your notes short (not copied completely from the book/text)
- You may have 2 bullet points or you may have 10

C) Continue writing HEADINGS as you find them in THE SECTION

****You will continue taking notes and numbering your notes just like above!****

Remember....scan for text features, re-read carefully one section at a time, take notes.