

TIPS ON TAKING TEXT NOTES

Be an Active Reader

Think about the reading

- Consider how the parts relate to the whole; how the text relates to previous ideas
- Create questions about new words/ terms, why emphasized points are important
- Examine what you have learned from visuals
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- Examine what you have learned from visuals



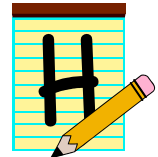
Be Aware of Textbook Organization

- Look for the pattern in elements like chapter /subsection headings, summary points, graphics
- Know where to find the index and glossary



Use the text style to identify important points

- Become familiar with the font, symbols, borders, graphics, colors, and layout that highlight main ideas or terms
- Be alert to the writer's goal: highlight ideas/ references /opinions that seem significant to their point of view



Take notes while reading

- Include headings, key terms, & graphics
- Take down only the important ideas:
 - Brief, but clear
- Summarize in your own words
- Use symbols to highlight for review
- Use textbook review questions to develop study questions



Review textbook notes

- Identify main ideas
- Fill in details for better understanding
- Identify unclear information and/or questions
 - Collaborate for answers
- Delete unnecessary information
- Review note organization; add symbols or rewrite
- Write a summary

