

Basic Rules for Note Taking

1. DON'T WRITE EVERYTHING YOU READ!

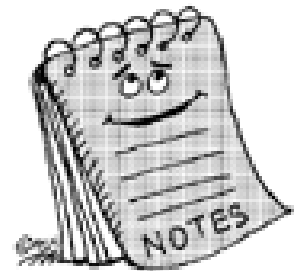
- ~ Decide what's most important.
 - information you'll need later
 - information you want to remember
 - information that is key to understanding the topic

2. DO NOT WRITE IN COMPLETE SENTENCES!

- ~ look for action words, important events, etc.

3. WRITE IN YOUR OWN WORDS!

- ~ summarize
- ~ use "main ideas"
- ~ exceptions:
 - names of people, & places
 - important terms
 - important "quotes"



4. BE ORGANIZED!

- ~ categorize - group like information together
- ~ use titles for topics & sub-topics
- ~ write neatly
- ~ use empty space wisely