

Side 1

Up Your

Note Taking

Notes-4-Learning

Recognize important ideas

Record in Notes-4-Learning

Review early & often

1. RECOGNIZE

what's important in class

Review text before class

Eyes on eyes of the instructor

Choose to pay attention

Observe clues:, lists, voice
diagrams, repeats, gestures

Goals set for the class.
By the end, I will know . . .

Note paper: left margin,
middle & 2 right columns

Interact, ask questions, guess
what's next, be involved

Zebra, things to do, lists &
calls: write on separate paper

Every class counts especially
first and last ten minutes,
introduction & summary

**2. RECORD your notes
for review and learning.**

Record the date and page #
at the top of the page

Enter notes into column 2

Clues of importance into
column 1, T = test, + = add to
* = important

One side of the paper used
only for easy study

Request help for unclear
points or concepts

Do a summary after class or
at beginning of your review

*Now you are ready to review your notes
Adapted from 1989 rlm 1/2*

Side 2

Up Your

Note Taking

Notes-4-Learning

**3. REVIEW your
Notes-4-Learning NOW**

Read notes out loud as soon
as possible (within 4 hours)

Edit & fix spelling, missed
words & clarify points

Vivid color underline & hilite
keywords, ideas, concepts.

Interact main term or concept
into column 4

Enter into column 3 a picture
or visual to illustrate term

Weekly review your notes.

Weekly do the following

1. Cover all except column 4,
make each term into question:
--What's _____?, What's the
steps to _____?, What's the
definition of _____?

--Explain your answer out
loud & describe the picture
--Do and check until you
know material and picture

2. Next see only the picture &
tell term & details

3. Now place the terms onto
TERM index cards to review
anyplace & anytime

4. Use the bottom of the page
for questions to ask, things to
do later, connections to old
material, quiz questions etc.

5. Create Summary Maps
for whole course
reduce & revise often

*Practice often using your
Notes-4-Learning to learn & remember
Adapted from 1989 rlm 2/2*