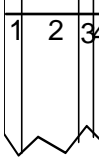



Notes - 4 - Learning

Clue	Notes-4-Learning are organized, clear and easy to review and learn from. 2	3 Pic	4 Term or concept
1	Talking, writing notes, gesturing, questioning, answering, sleeping, eating, finishing assignments, learning, instructing, fidgeting and more are all going on in the classroom, and you need to recognize what's important and record it so you can review it later.		concept
	Learning from your classes (and from your reading) requires you to do three things: 1. Recognize what's important in class and in your reading. 2. Record important points in a form to learn from (Notes-4-Learning). 3. Review your notes to understand and apply the information.		What are the three steps to learn from your notes?
* **	In class and in your reading, prepare yourself to <u>RECOGNIZE</u> what's important: Review previous notes, questions and summaries before the class or reading Eyes on eyes of the instructor as much as possible Choose to focus on what is going on in the class (be front and center) Observe for importance: lists, diagrams, repeats, direct quotes, raised voices & gestures Goals set for the class or reading session: By the end of the class, I will know Note taking style needs to be set-up before the class: Outline your Notes-4-Learning page Interact with the instructor, ask questions, guess what's next, does this make sense . . . ? Zebras, Red Rabbits, things to do, shopping lists & calls to make written on separate paper Every part counts, especially the first and last ten minutes, the introduction & the summary	R E C O G N I Z E	What are the steps to recognize what's important?
T	Notes-4-Learning lets you <u>RECORD</u> your notes for review and learning. In class: Rig your notepaper into 4 columns, a left margin column & 2 right margin columns Enter your notes into column 2 Clues as to importance are placed in Column 1, T for test, * for important, + to be added to One side of the paper used only to allow ease of studying Request clarification if you don't understand a point or concept Do a summary at the page bottom at the end of the class or at the beginning of your review		What are the steps to record your notes?
→	Notes-4-Learning are now ready to <u>REVIEW</u> and learn from: Read your notes out loud or in your head as early as possible (within 12 hours) Edit your notes by fixing spelling, fill in missed words, and clarify any unclear points Vivid colors to underline or multi-color highlight key words, important ideas & concepts. Into column 4 goes the main term or concept Enter into column 3 a picture or visual to illustrate or help you study Weekly review all of your notes 1. Cover all the columns except column 4, make each term into a question: "What's ____?, What's the steps to _____?, What's the definition of _____?" --Explain your answer out loud (if possible) & describe the picture from column 3 --Check column 2 & 3 to see if you're right and move on to the next term --Do this until you know the terms, material and pictures 2. Next cover all except column 3 (picture) and explain the term and your notes 3. Now place the terms (column 4) on TERM cards to review anyplace & anytime 4. At anytime use the bottom of the page to summarize your understandings 5. For example; questions to ask, things to do later that you don't want to forget, connections to old material, possible quiz questions etc. 6. Create Summary Maps with all the information and revise often	R E V I E W 	What are the steps to review your notes?
	Summaries, things to do, Zebras, all can be placed here.		
	Use Notes - 4 - Learning for all your note taking to have better notes and learn more easily	Rlmoore revised 2002	