

NOTE TAKING

SCROL

To help me take notes from reading material.

Survey the material to be read.

- Look at the section and paragraph headings to get an idea of what will be covered in the chapter. Look at side boxes and end-of-chapter activities to get additional information.

Connect the ideas.

- Look at how the section and paragraph headings relate to each other.
- Write down key words to show how the sections are connected.

Read the material.

- Read the information under each heading.
- Pay attention to words and phrases that are in bold face or are italicized because these usually express important information about the heading.

Outline.

- Write down the main ideas and supporting details in outline form.
- Use your section and paragraph headings as main ideas, whenever possible. Also, the topic sentence, or first sentence of a paragraph, will also serve as a main idea.
- List *at least* two details under each main idea.
- You may want to list additional details under detail headings if you are studying for an objective test that will include many facts.

Look.

- Look back at each chapter and paragraph heading and information under each.
- Make sure that your outline contains all of this information.
- If you have omitted information, add it.
- If there are relationships between the sections that you want to note, draw arrows to show ideas that are related.

Learning Toolbox. Steppingstone Technology Grant, James Madison University,
MSC 1903, Harrisonburg, VA 22807.