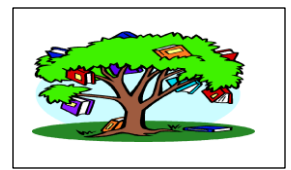


Toward Better Literacy: Reference Outlines



Taking Notes

In Western thought, information is in two categories: generals and particulars.

When Taking Notes:

- Use a three-ring binder with loose leaf paper. A spiral notebook with perforated pages is good- it provides flexibility to transition to a binder.
- Date and number pages
- Write notes in two columns
 - The left 1/3 is to be used to write the general topic.
 - The right 2/3 is to fill in the details of that topic.
- Reserve the back page for notes from reading the class texts.
 - Don't be redundant with homework reading notes- just "fill in the gaps."
 - Write questions to ask in next class.

Note-taking Process:

- Pick up on key words and concepts (don't write everything down).
- Carry a dictionary & look up words you don't know and put them at the bottom of the notes.
- If you daydream and miss something, don't interrupt class, just star *** and look it up later.

Clarifying, Condensing and Rewriting (optional)

- At home, use your text book to clarify anything you did not understand in class.
- Condense your lecture and reading notes into a clear, meaningful and useful study tool.
- Microsoft OneNote is a good tool for this- you can also share with your classmates.

Tips:

- Focus on what is repeated and emphasized. If the teacher asks a question, note the question
- A few hours after class, read the notes and explain things to yourself (interior dialogue).

Studying for Tests:

- Fold notes and rehearse, looking at the topic to particulars and vice-versa.
- If you are an auditory learner, talk things out- maybe use a recorder.
- Anticipate test questions.
- Answer those questions.