Note-Making

Unless you have an excellent memory, some kind of note-making after reading and during lectures is a must.

Paraphrased Notes:

1. Identify and briefly restate the major theme (thesis, problem, issue or argument in the chapter).

2. Read a paragraph or two or some manageable portion. Reflect a moment on what this means and relate it to the theme. Briefly and clearly restate IN YOUR OWN WORDS the essential and important ideas. Absolutely avoid copying from the text as this hinders your learning instead of helping it.

3. Use a simple outline form to show logical and important relationships between ideas.

4. Notes should be reviewed immediately after completing the reading.

5. Notes should be in ink, legible and readily understood.

Marginal Notes:

1. Use your own personal system of simple symbols to mark significant ideas: check marks, vertical lines, stars, etc.

2. In the margin, add a brief restatement, explanation or questions.

3. Or, you may summarize in the bottom margin the significant ideas on that page. For reviews, all you have to do is read the bottom margins. If there is any question about any notation, all you need to do is look it up on that page.

Underlining

Underlining is the least helpful because it is passive, it interrupts the reader’s thought flow and speed while reading, and there is a tendency to underline too much. If you must, underline sparingly—key terms, concepts and significant ideas would be okay.