

Note Taking Strategies

Using subheadings –

1. Outline the chapter or section assigned formally. Use only the title, headings and subheadings as they are written in the textbook. DO NOT change the wording of the headings. (Roman numeral I, Capital letter A, 1., 2., 3., a., b., c., for all titles, section headings and subheadings)
2. After reading each section, you will write a one- sentence summary for that section. YOU MUST use the subheading or heading in your sentence as it is written in the textbook. Your sentence must also convey the meaning of the entire section read.
3. Work backwards. In other words, you must do the subheadings first, then the section headings, then lastly, the chapter title sentence.
4. When you are done, you will have an outline of the entire chapter.

Summary

For every paragraph you are assigned, you will write a one-sentence summary of each paragraph read. You do not have to use the subheading here as above.

Cornell notes –

Here is a diagram to show you how to do Cornell Notes:

Name _____

Period _____

Subject: _____

Date: _____

Main Ideas	Details
Take notes on the main ideas of the chapter or selection you are reading here. Some students like to use subheadings in this section.	Here is where you “fill in the blanks”. Specific people, events, dates and such can go here. You may also choose to put questions you have about what you are reading in this column.
Summary: Here is where you wrap it all up in a nice, neat package. Explain to yourself, in one sentence, what the main idea of this section of notes conveys.	