


# Taking Notes from Texts and Lectures

Strategy for Taking Notes from a Textbook	
<b>Survey</b>	Skim headings and organization of chapter. Turn headings into questions. Think of big picture. What do you already know about this subject?
<b>Read and Highlight/Tag</b>	Read each paragraph after reading a paragraph flag key ideas using post-its or highlighting. Look for highlighted sections and bolded words to recognize important ideas. Important points usually appear at the beginning and end of paragraphs.
<b>Take Notes</b>	Go back and look at the places you flagged key ideas. Take notes using divided page. Add your comments and questions as you go. Label notes with chapter and pages.
<b>Review &amp; Recite</b>	Re-read the material you marked and compare to your notes. Identify areas for clarification. Look at a key idea and say aloud what you remember without looking at your notes. Check for accuracy. Write summary statement at the end of each major section. Create an overview of the chapter using a visual format such as a concept map or diagram. These techniques help you process the information and remember it.

How to Skim to Preview Text	
<b>What is it?</b>	When you SKIM, you read quickly to get the main idea of a paragraph, page, chapter, or article, and a few (but not all) of the details.
<b>Why do I skim?</b>	Skimming allows you to read quickly to get a general sense of a text so that you can decide whether it has useful information.
<b>How do I skim?</b>	<ol style="list-style-type: none"> <li>1. Read the title, headings, caption words first. If looking at an entire book check the table of contents, index, side bars, and glossary.</li> <li>2. Glance through the entire chapter/article for sense of length and organization.</li> <li>3. Examine illustrations, charts, graphs, images.</li> <li>4. Read the first and last sentence of each paragraph, that is, the topic sentences and concluding sentences. You do not have to read every word when you skim.</li> </ol>
<b>Read in this direction.</b>	

## Exercise in Active Reading and Note-Taking from a Textbook

<p><b>Survey:</b></p> <p><b>Get the big picture</b></p>	<p>Skim Chapter 3: Structuring and delivering your lessons, page 71- 109 from Lemov, D. (2010). Teach like a champion: 49 techniques that put students on the path to college. San Francisco: Jossey-Bass.</p> <p>How is it organized? Are there headings to help you identify the key points? Turn headings into questions.</p> <p>What do you already know about the topic?</p>
<p><b>Read and Flag</b></p>	<p>Read pages 71- 77 and flag key ideas with post-its or highlighting.</p>
<p><b>Take Notes</b></p>	<p>Take notes using the form below. Key ideas go on the left and your interpretation and questions go on the right.</p>

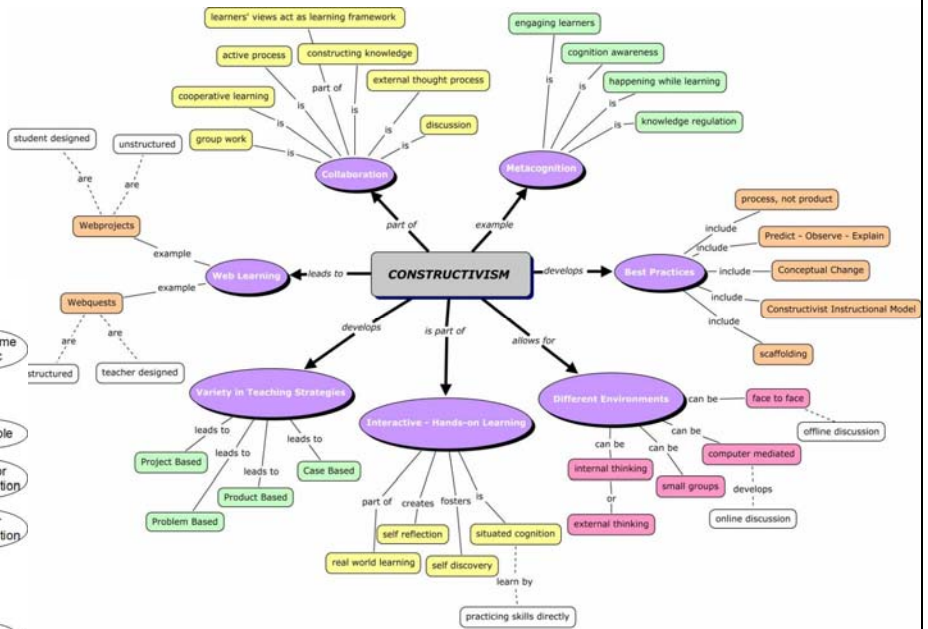
Page	Key ideas in point form.	Add your ideas, interpretation, and questions here.

Your summary:

How did this reading strategy help you to understand the information you read?

# Strategy for Creating Visual Notes to Aid Understanding

Create a web or concept map of key ideas and how they are inter-related. Add colours and words wherever you wish.



How did this visual strategy help you to understand the information you read?

How does it compare to the written note-taking method?

## Strategy for Taking Notes from a Lecture

<b>Outline</b>	Record the date and key areas for the lecture at the beginning of the class. Prepare beforehand with required readings and review prior notes.
<b>Active Listening</b>	Focus on the development of ideas. Ask questions and make comments when appropriate. Eliminate external/internal distractions.
<b>Listen for Leading Words</b>	Leading words alert you to important points: “crucial, most important, for example, steps, reasons.” Listen for repeated points and points that are given emphasis.
<b>Take Notes</b>	Do not write every word. Summarize main ideas. Don’t worry about spelling. Use examples and diagrams. Leave space for additions. Put key ideas in left column and your interpretation and questions in the right column.
<b>Review &amp; Recite</b>	Re-read the material later and identify areas for clarification. Cover key ideas and say what you remember aloud. Write summary statement. Put into visual format.

## Exercise in Active Listening and Note-Taking from a Lecture

<b>Outline</b>	What are the key subject areas to be discussed?
<b>Notes</b> Key Ideas	My interpretation and questions.
<b>Summary Statement</b>	
<b>Visual of key Ideas</b>	

## Scanning to Locate Details

What is it?	When you SCAN, you move your eyes quickly down a page or list to find one specific detail.
Why do I scan?	Scanning allows you to locate details without trying to read or understand the rest of the piece. You may need a fact to respond to a question or to add a specific detail to something you are writing.
How do I scan? Read in these directions.	<ol style="list-style-type: none"><li>1. Knowing your text well is important. Make a prediction about where in a chapter you might find the word, name, fact, term, or date.</li><li>2. Note how the information is arranged on a page. Will headings, diagrams, or boxed or highlighted items guide you? Is information arranged alphabetically or numerically as it might be in a telephone book or glossary?</li><li>3. Move your eyes vertically or diagonally down the page keeping in mind the exact type of information that you want.</li></ol>

