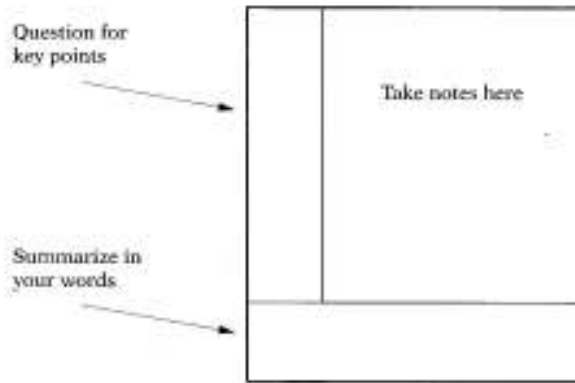


## Tips for Taking Notes and Reading Assignments

It's the first day of class. You know you need to **take notes**, but you're not sure how to record the important information. Here's one method:

- left margin about 2 ½" wide
- notes written on wide right-hand side



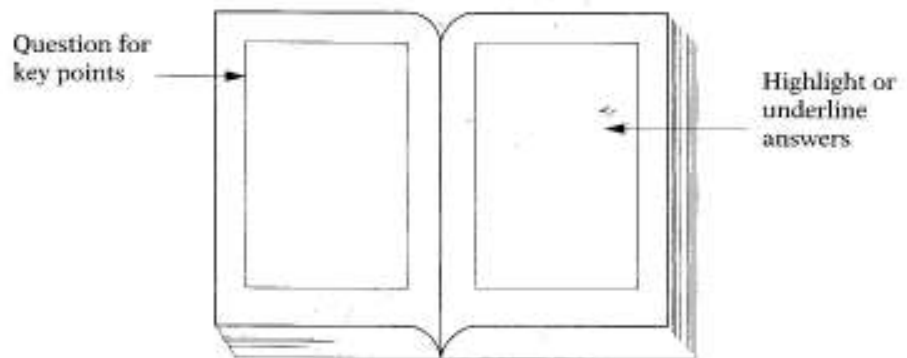
- no full/complete sentences –only a few words to help remember what was said in class
- after class –
  - use left margin to identify what each section of notes is about by writing a question or label in the margin
  - use bottom section to summarize main ideas

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For **reading assignments**, begin by using a similar system that you use for your notes. Here's that method:

- preview first – study the title, headings, bold print, summary, charts, graphs, and tables before reading

- after reading each paragraph, label margin with a question **and** underline the answer before going to next paragraph



- **Keep up-to-date with your textbook reading assignments!**