NOTE TAKING

SCROL
To help me take notes from reading material.

Survey the material to be read.
- Look at the section and paragraph headings to get an idea of what will be covered in the chapter. Look at side boxes and end-of-chapter activities to get additional information.

Connect the ideas.
- Look at how the section and paragraph headings relate to each other.
- Write down key words to show how the sections are connected.

Read the material.
- Read the information under each heading.
- Pay attention to words and phrases that are in bold face or are italicized because these usually express important information about the heading.

Outline.
- Write down the main ideas and supporting details in outline form.
- Use your section and paragraph headings as main ideas, whenever possible. Also, the topic sentence, or first sentence of a paragraph, will also serve as a main idea.
- List at least two details under each main idea.
- You may want to list additional details under detail headings if you are studying for an objective test that will include many facts.

Look.
- Look back at each chapter and paragraph heading and information under each.
- Make sure that your outline contains all of this information.
- If you have omitted information, add it.
- If there are relationships between the sections that you want to note, draw arrows to show ideas that are related.
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