

TAKING NOTES FROM TEXTBOOKS

One Week's Study Plan

MONDAY

- Speed-read assigned chapter/s twice
- Make-up main idea and detail questions from the subtitles
- Mind-map each unit in chapter

TUESDAY

- Reread chapter carefully
- Expand mind-map to improve comprehension

WEDNESDAY

- Take notes in "standard form"
- Answer questions from title and subtitles
- Review class notes
- Put key facts on index cards for easy access and review
- Memorize important information

THURSDAY

- Make up practice test questions from notes based on the types of questions asked on previous chapter tests

WEEKEND

- Review class notes, textbook notes
- Mind-map the chapter as a review
- Review and memorize key facts on index cards

Other Helpful Tips for Note-Taking

USING ABBREVIATIONS

Using abbreviations can save you a great deal of time and space, but it is crucial that you understand what you are writing. Simple words like 'WHAT' or 'YOU' can be abbreviated as 'WH' and 'U' respectively. Here are other examples:

th = the

p = page

" = inch

w = width

ht = height

nt = not

y = why

wch = which

SPEED-WRITING

Another way to save time and space is to speed-write.

- This involves writing words by mostly leaving out vowels (e.g. tkng, nts, frm, txtbks)
- If the word begins with a vowel, you should include it. (e.g. abbrvtd)
- Include a middle vowel if this makes it easier to decipher a particular word (e.g. decphr)
- For new words or concepts (e.g. fission) do not speed-write the first time you put them in your notes. Only speed-write with concepts you are familiar with.
- Ur ability to spd-wrt n decphr wh u've wrtn wll imprv wth practc

*Source *Study Wise: A Program for Maximizing your Learning Potential* by Lawrence J. Greene