

## Note-Taking Tips



### Note-Taking Tips for Class

- Date and give each lesson a title.
  - Use the learning goals to help you
- **Rephrase** the ideas in your own words
  - Avoid copying directly from slides or board
  - Don't worry about writing exactly what is said
  - Use the success criteria as a guide
- Use **subheadings** to organize your notes
  - You can add these after class in the margin of your notebook
- Draw pictures
  - If it helps, draw a sketch or diagram to help you remember
- **Highlight** things that are important or things that you have questions about
- Pay attention to phrases that suggest something is important
  - Listen for "This is important...", "Let me repeat that", "To clarify..."
- **Review** your notes after class
  - Add details you remember
  - Jot down questions you may have
  - Highlight key ideas



### Note-Taking Tips from a Text

- **Don't copy!** Summarize the key ideas in your own words.
- If the text has subheadings, use them!
  - Each subheading usually has a few important points make sure you know what they are after reading-use a highlighter
- If there is an important picture or diagram, write the page # in your notebook
- Your notes should be **a lot** shorter than the text!
- Take breaks while reading
  - It gets harder to read and summarize ideas. Taking a break can help refresh you!
- If there are words or ideas that you don't understand, re-read them, if you still don't understand, write down your questions to ask your teacher or a friend
- It takes time to take notes from a text, don't be discouraged. This is not like reading a novel.

### Remember



- Your notes need to make sense to you
- Take time to organize your notes after class
- Don't just copy, **but** summarize ideas your own words

Abbreviations -  
They Save Time

w/	with
w/o	without
b/c	because
b/4	before



## Examples

### Grade 9 Geography

**Map Types**

- General purpose**
  - ↳ provide many types of information on one map
  - ↳ road maps, atlas, wall maps
  - ↳ give a broad understanding of the location & features of an area
- Thematic (aka choropleth map)**
  - ↳ are designed to show information on one particular topic
  - ↳ tend to be very easy to understand
  - ↳ climate maps, natural resources
- Topographic**
  - ↳ use symbols to show a variety of features
  - ↳ designed to show great detail of the characteristics of a small surface

**Map Scales**

**A. Large Scale**

- ↳ showing great detail of a small area
- ↳ used to show detailed information

**B. Small Scale**

- ↳ shows a small amount of details of a large area
- ↳ used to show general characteristics

Example:

Date

Headings

Highlighting and underlining important ideas

A helpful diagram

### Grade 12 Biology

**Stages of Protein Folding:**

- ↳ 4 levels of structure, with each level imparting diff. characteristics & degrees of complexity to the overall protein

**1° (Primary Structure)**

- ↳ polypeptide chain formed by linking amino acids together with covalent peptide bonds
- ↳ enormous diversity when joining 2, 3 etc. Together

**2° (Secondary Structure)**

- ↳ most polypeptides have portions that repeatedly coil or fold into patterns & contribute to the overall shape of a protein
- ↳ a helix &  $\beta$  pleated sheet shapes are formed due to hydrogen bonding b/w peptide bonds along the polypeptide chain
- ↳  $\alpha$  helix (coil)
- ↳ provides structure
- ↳  $\beta$  pleated sheet
- ↳ e.g. strength of silk

**3° (Tertiary Structure)**

- ↳ the overall 3D shape of a protein
- ↳ interactions among the amino acids
- ↳ the diff. R groups interact
- ↳ covalent bonding (disulfide)

**Peptide bonds**

- ↳ link amino acids together
- ↳ a covalent bond formed by dehydration synthesis

**Peptide**

- ↳ a chain of a subunits that are connected by peptide bonds

**Polypeptide (protein)**

- ↳ peptide with many amino acids

**CPA**

A labeled diagram

Headings

A sticky note to emphasize key ideas

Notes in the margin that were added later to help with understanding

### Additional Resources

Effective Note-Taking  
When, Why and How to Take Notes

Taking and Using Class Notes

<https://www.reading.ac.uk/internal/studyadvice/StudyResources/Reading/sta-effective.aspx>  
<http://users.mhu.edu/facultystaff/mnewman/intro%20to%20physical%20sci/Why%20and%20how%20to%20take%20notes.htm>  
<http://users.mhu.edu/facultystaff/mnewman/intro%20to%20physical%20sci/Why%20and%20how%20to%20take%20notes.htm>

