

TAKING EFFECTIVE NOTES

NOTE TAKING TIPS

Here are several important skills which will help you take notes.

USE KEY WORDS

You don't need to write your notes in complete sentences. Write only the key words and phrases which tell you the main idea and important details.

FIND MAIN IDEAS AND SUPPORTING DETAILS

Take notes only on the main ideas and important details. Don't try to write down everything in the reading.

Remember: Your notes are for you! Take notes *in your own words*, so that they make sense to you. You may want to use some key words from the reading, but be sure you understand what your notes say.

OUTLINING is a way of taking notes that shows the order in which events happened. It can also show which supporting details come before another. This is an **OUTLINE FORM**:

- I. Main Idea
 - A. Supporting detail
 - B. Supporting detail
 - C. Supporting detail

- II. Main Idea
 - A. Supporting detail
 - B. Supporting detail
 - C. Supporting detail

STEPS FOR OUTLINING

Follow the steps below for taking notes in outline form.

1. Identify the main idea and supporting details of a reading or paragraph.
2. Use a Roman numeral to list the main idea.
3. Use capital letters to list the details which explain or support that main idea. Indent each capital letter to the right of the Roman numeral to set it off from the main idea.
4. Repeat as needed.

Example

LEARN TO TAKE NOTES

Notes do not tell a complete story, but taking notes as you study will help you remember important points. If you write a report, your notes will help you form a good outline for your report. Try to follow these suggestions when you take notes.

1. Jot down only main ideas and important details.
2. Use just a word or short phrase to express an idea.
3. Take notes in your own words so that you will understand them later.
4. If you copy a sentence from a book put it in quotation marks.

I Read this paragraph. The underlined words would make good study notes. On separate sheet of paper, write down these underlined words to see if they give the main ideas and most important details.

The moon is about 400,000 kms. from the earth. It is approximately 3,200 kms. in diameter. It is a satellite and revolves around the earth once every 28 days. It has not light of its own but shines by reflected light from the sun. It is an airless, waterless, plantless body.

II. Read the following paragraph and **underline** the words and phrases you think would make good study notes.

India has given the world many gifts. Buddhism, the religion of Japan and Ceylon, started in India. Many useful products, such as cotton were introduced in to the Western World from India. India has given the world some of its most beautiful buildings. Some consider the Taj Mahal the most beautiful building in the world. The people of India have taught us the art of carving precious stones and ivory. Probably their greatest gift to us is our decimal number system.

OUTLINING

RENEWABLE ENERGY

In 1981, the Solar Energy Institute (SERI) wrote a report which suggested two solutions to the problem of American dependence on oil shipments from other countries. The SERI report said that by conserving energy, or being more careful of how they use it, Americans could use 25% less energy every year. It also found that Americans could meet from 20% to 30% of their needs by using renewable energy sources such as the sun, wind, and water. Renewable energy sources are replaced almost as fast as they are used. According to SERI, these two solutions could end America's need to import oil by the year 2000.

Example: Below is an outline of the paragraph you just read about "Renewable Energy."

- (Main Idea)
1. SERI found ways to stop U.S. Oil imports by 2000
 - A. Conserve energy - save 25%
 - B. Use renewable energy sources for 20% to 30% of what we need