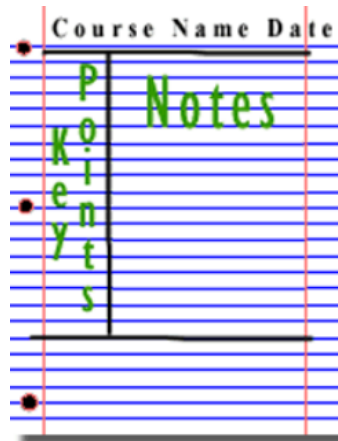
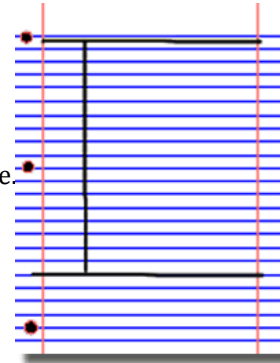


Divide the paper into three sections.

Draw a dark line about 5 or 6 lines from the bottom.

Draw a dark vertical line about 2 inches from the left side of the paper from the top to the horizontal line.



Write Notes

The large box to the right is for writing notes.

Skip a line between ideas and topics

Don't use complete sentences. Use abbreviations whenever possible. Develop a shorthand of your own--remember that IM/Texting lingo is fabulous in notes!

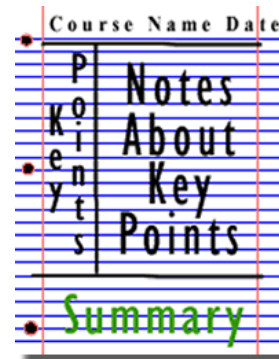
Review and clarify

Review the notes as soon as possible after class.

Pull out main ideas, key points, dates, and people, and write them in the left column.

Summarize

Write a summary of the main ideas in the bottom section.



## Connections/Key Points

Sample Question and Notes  
What should I write down when I take notes?

**Note:** Leave space in the Connections Column so you can add notes and test review questions later on when studying

How can I take notes faster?

## Notes

Write down only important information. Look for:

- bold, underlined, or italicized words
- information in boxes or with an icon/symbol
- headers/subheaders on the page
- information the book or teacher repeats
- words, ideas, or events that might be on a test
- quotes, examples, or details you might be able to use later in a paper or presentation
- abbreviate familiar words/use symbols (+, -->, #)
- take notes in bullets and indents; not formal outlines
- cut unnecessary words
- use telegraphic sentences: "America enters war 12/44"

Down here write one of the following; summary of what you read/lecture; the five most important points of the article/chapter/lecture; questions you still need to answer.

## Summary

