**NOTE TAKING TIPS**

1. The first and last minutes of class are when most test questions appear.
2. Listen when the teacher says,  "most important or listen to this or above all" etc., when he repeats a fact a number of times or writes something on the board.
3. Listen for key words to tell you that this is Main idea first, a major development, take   note of, the main theme is, basic idea we’ll examine, what is important to remember Supporting details--for example, for instance, furthermore, as an example, similarly, in   contrast, on the other hand, also Conclusions-finally, in summary, as a result, from this we can see, and in conclusion.
4. Taking notes helps improve attention because you need to really listen to write notes down. Also note taking helps to improve comprehension and you learn more. You have a record of what you have learned.
5. Be organized!  Have a folder with paper and a pen or pencil.
6. Cornell Method- Write on the right side only.  Draw a line down the left side.  The      left side is for questions, key words or summarizing. You can cover your notes and quiz yourself with your questions when you study.
7. Get the main points without writing everything down but write enough so you understand what your notes mean.
8. Listen for the way your teacher organizes the material. Chronology-clue words include-in the first place, 3 main points are, the 2nd result is. Cause & Effect- clue words- reason for, as a result of, why Compare & Contrast-clue words- similar, different, on the one hand, on the other hand
9. Put the notes in your own words so you know what they mean.
10. Abbreviate words that are used often.
11. Keyword system-ask the teacher for a list of key words to listen to in the lecture. Make a skeletal outline using these words as the Roman numerals. Leave spaces in between the Roman numerals so you can fill in information when you hear the teacher mention the key word. Write this information as "A." and "B." etc.

**How to Outline**

  Open your book to the reading selection your teacher has assigned to you. Survey by skimming the pages to get an idea of what the reading passage is about. This idea is the subject or topic of the reading.

    Next, pay attention to the use of headings and subheadings. These are important clues to the main points that the author is making about the subject. Some headings will appear in larger or darker type than others. These are headings; ideas in smaller type are subheadings.

    Now look under one of the subheadings. There will be a lot of paragraphs that explain or discuss the subheading. Each paragraph usually will give information about a separate idea in the subheading.

    The author has a way of organizing information for the reader. Use this arrangement of information to outline the main points of the reading:

1. The subject of the reading becomes the title of your outline
2. The headings can become the Roman numerals of your outline I, II, III, IV,V,
3. The subheadings can become the supporting details of your Roman numerals A. B. C. D
4. The main ideas of the paragraphs can become the supporting details of your  subheadings 1. 2. 3. 4....

The result would be something like this:

I. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

II. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_