

Z's Guide to Notetaking

Helpful hints to get you started...

Organizing your notes is almost as important as taking good notes. Its important to make your notes easy to find and easy to read. You should somehow make your notes stand out! Some easy ways to do this would be to indent, underline, use **different size letters**, use **color**, use **boldface**, use blank space, bullets, CAPITALS, numbers and letters...and the list goes on and on... here are some other suggestions and steps to follow:

1. Write down the Chapter heading in **BIG LETTERS**. underline it if you'd like. This helps you find these notes quickly as you leaf throught your notebook.
2. Write down **SECTION HEADINGS** and underline them.
3. Read the first paragraph carefully.
4. When you are done, write down the MAIN IDEA or the TOPIC SENTENCE.
- look for supporting details or examples that help illustrate the main idea... look for the who, where, what, when, why and how... **INDENT!**
5. Go on to the next paragraph and repeat steps 3 and 4, and so on, and so on...

Other things to take notes on....

- Write down all terms and boldface terms...copy down the definitions and any examples they may give... underline the TERM.
- Take notes on maps, pictures, charts and graphs....
 - captions may have important info...
 - make generalizations!!!

Other helpful tips....

- Don't write complete sentences unless its completely necessary...
- Feel free to draw, sketch, or diagram things you see or read...

ex.

