

# Tips for Taking Effective Notes

Why Take Notes?		
Keep Alert & Engaged	Create a Reference	Improves Comprehension
College Prep	For Review	You Aren't a Sponge
Keeps You Awake!	Helps Retention	Use for a Test
How To/Tips for Taking Notes		
Come Prepared (Did you do the pre reading?)	Don't write Verbatim! Write in your own words	Write a Short Summary of the lesson at the end of each class
Indent and use Bullet Points	Leave Spaces between Main Ideas and Headings	Create your own questions
Stay Consistent	Stay Organized	Use Symbols or doodle pictures
Use abbreviations	Overcome Distractions and Focus	Get the Big Ideas!
Example (Outline Style):		
<ul style="list-style-type: none"> <li>● <b><u>Main Topic/Idea (Or Heading)</u></b> <ul style="list-style-type: none"> <li>○ SubTopic/Idea               <ul style="list-style-type: none"> <li>■ Example/Detail</li> </ul> </li> <li>○ SubTopic/Idea               <ul style="list-style-type: none"> <li>■ Example/Detail</li> </ul> </li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li>● <b><u>Impacts of Industrial Era</u></b> <ul style="list-style-type: none"> <li>○ Child Labor               <ul style="list-style-type: none"> <li>■ Average Age - 9 Years Old, Average Wage - \$2.75 Week</li> </ul> </li> <li>○ Mass Production!               <ul style="list-style-type: none"> <li>■ PA became a leading national and global producer in coal, iron, steel, lumber, and more!</li> </ul> </li> </ul> </li> </ul>		