

How to Take Notes (Lecture)
TOPIC NAME & page numbers

Column 1	Column 2 – <i>Details</i>
Fill this column with:	Fill this column with: NO COMPLETE SENTENCES
Main Idea	<i>Explanations</i>
Subsections	<i>Give important details</i>
Vocabulary Words	<i>Try to put definitions into your own words!</i>

Column 3 - Summary: THIS IS WHERE YOU USE COMPLETE SENTENCES!

IN YOUR OWN WORDS, BRIEFLY state main explanation of note topic title!

Taking notes is actually looking over ALL the text
(skimming is ok) to see what are the important
“SUBSECTIONS”

Use SUBSECTION HEADINGS
AS KEY WORDS IN COLUMN #1!

BTW ... read and take notes ...abbreviation RTN