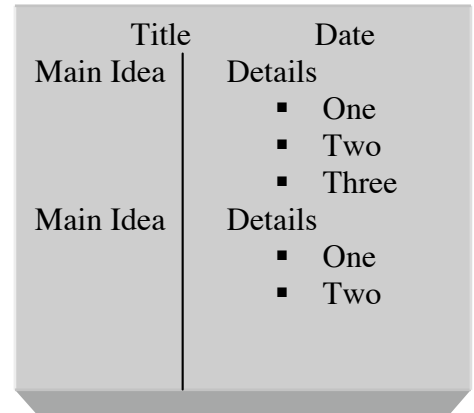


Note-taking

Details about Two-Column notes –

- **Always title and date your notes**
1. Split your page about 1/3 for Main ideas and 2/3rds for details
 2. Write main ideas and or major thoughts side of the page
 - a. **Ask** the teacher for main ideas before the class begins
 3. List all details on the right side of the page
 - a. Use abbreviations **you** can understand
 - b. Write as little as possible
 - c. Leave space between details
 - d. Underline important information
 - e. Don't worry about missed information, leave space for it
 4. Read over your notes at the end of class (**with a friend or the teacher**) or as soon as possible.
 - a. Make corrections as soon as possible
 5. Go over your notes in the afternoon, or after-school and check for accuracy
 6. Consider using SQ3R as a follow-up technique.
 7. Read through the notes **in the morning** before you go to the class again.



Note-taking