Taking Notes

In Western thought, information is in two categories: generals and particulars.

When Taking Notes:
- Use a three ring binder with loose leaf paper. A spiral notebook with perforated pages is good - it provides flexibility to transition to a binder.
- Date and number pages
- Write notes in two columns
  - The left 1/3 is to be used to write the general topic.
  - The right 2/3 is to fill in the details of that topic.
- Reserve the back page for notes from reading the class texts.
  - Don't be redundant with homework reading notes - just "fill in the gaps."
  - Write questions to ask in next class.

Note-taking Process:
- Pick up on key words and concepts (don't write everything down).
- Carry a dictionary & look up words you don't know and put them at the bottom of the notes.
- If you daydream and miss something, don't interrupt class, just star *** and look it up later.

Clarifying, Condensing and Rewriting (optional)
- At home, use your text book to clarify anything you did not understand in class.
- Condense your lecture and reading notes into a clear, meaningful and useful study tool.
- Microsoft OneNote is a good tool for this - you can also share with your classmates.

Tips:
- Focus on what is repeated and emphasized. If the teacher asks a question, note the question
- A few hours after class, read the notes and explain things to yourself (interior dialogue).

Studying For Tests:
- Fold notes and rehearse particulars from looking at the topic and vice-versa.
- If you are an auditory learner, talk things out - maybe use a recorder.
- Anticipate test questions.
- Answer those questions.