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| **TIPS** | **WHY?** |
| Write down the date of your note making. | * Helps you remember context
* If you have written the notes on a loose sheet of paper, date helps you organize your notes later
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| Give the notes a title, listing the text used, and alerting yourself to what the notes are about. | * Helps you to quickly identify information which may be helpful in finding these notes later.
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| Use loose-leaf paper in order to insert it into a binder later on, or utilize one notebook for a specific class in order to maintain all of the notes for that class. Use your computer to make notes. | * You need to be able to organize your notes for easy access for use in studying, or in research projects
* Loose-leaf paper, a single notebook, or even small notecards can be used to maintain organization of notes and helping with studying and research.
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| Use Shorthand, Symbols, Organizers, Charts, Webs, Arrows | * Using symbols and shorthand will help you to write notes faster and will be easier to read as long as you understand what your symbols are used for.
* Organizers, such as a mind map, can help you to organize the information in a way that you can organize your thoughts and ideas of the subject matter.
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| Use headings and subheadings in the text as a guide for organizing your own notes. | * This part of the organization is already done for you and therefore provides you with a structure.
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| Don’t copy the text word for word. Choose keys words or be able to put the sentences into your own words. If using a direct quote use quotation marks. Don’t write down words that you don’t know unless you intend on looking them up and learning them. Highlight key words.  | * Helps you to understand what you have read
* Shorter form is helpful in studying and reading the information later.
* Helps to avoid plagiarism when using these notes for research papers and projects. (You are using your own writing and ideas.)
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| Write down any questions you have about the topic. | * Gives you ideas of further research that you need to do in order to understand the material.
* Gives you practice in analyzing while you read.
* Reminds you to clarify points that you don’t understand.
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| Review the notes when you are done. Make sure to review within 24 hours. | * Ensures that your notes are legible.
* Able to go back and look at points that you need to clarify for your understanding.
* Helps you to reflect and remember the material you just read and learned.
* Reviewing within a 24 hour window helps your retain the material by moving it from your short term memory to your long term memory.
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