

TEXTBOOK INVENTORY

Name _____ Date _____ Class _____

HOW TO TAKE NOTES

Taking notes in class is not hard to do. But to do it well, you need to use the correct method. Number each piece of paper to keep your notes in the right order. Use only one side of a sheet of paper to keep your papers neat. If possible, write your notes in a spiral notebook so that they will be kept together. Be sure to copy on paper everything that is put on the chalkboard. You cannot copy everything that a person says, so listen for the main ideas. Write the main ideas on your paper. If the teacher says something you do not understand, ask a question. Leave a left-hand margin on each page. Use the margin to write cue words for the main ideas to help you when you review your notes for a test later on.

Do not try to write full sentences or paragraphs. Instead, use outlines and indent for secondary ideas or examples. If your handwriting is hard to read, print some of your notes. In order to remember things the teacher said that you did not write down, review your notes for 10-20 minutes as soon as possible. You can remember some other things that were said and write them on your paper.

Use the terms below to fill in the blanks in the sentences that follow.

ask a question	write cue words	main ideas	in the right order
copy on paper	an outline	review	

1. You should _____ everything that is written on the chalkboard.
2. You cannot write down everything a person says, so you must listen for the _____ and write them on your paper.
3. In order to remember things the teacher said that you did not write down, you should _____ your notes for 10-20 minutes as soon as possible. Then you can remember some other things that were said and write them on your paper.
4. It is best to keep all the notes for a class in a spiral notebook so that the notes will be together and _____.
5. You should not write full sentences or paragraphs. Instead, use _____ and indent for examples or secondary ideas.
6. Leave a left-hand margin on your page. That is the best place to _____ for the main ideas when you review your notes for a test.
7. If there is something you do not understand, _____.