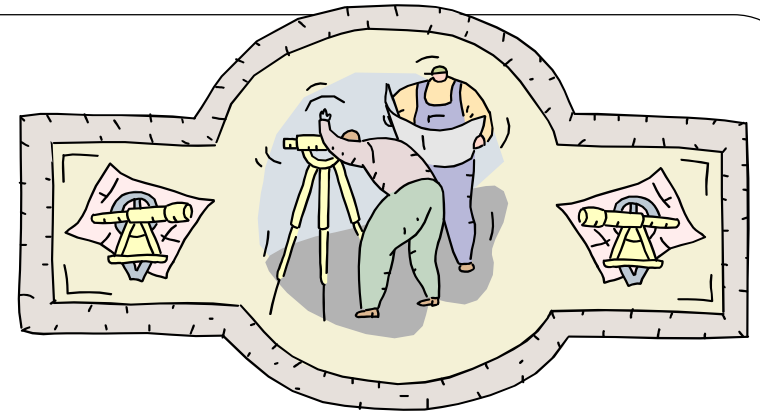


Taking Notes Efficiently

How to get the most out of your reading assignments



SQ3R - Survey



- Look over the section of text you will be reading
- Identify key headings
- Look at maps, graphs, and other images
- Glance at highlighted/bold vocabulary words

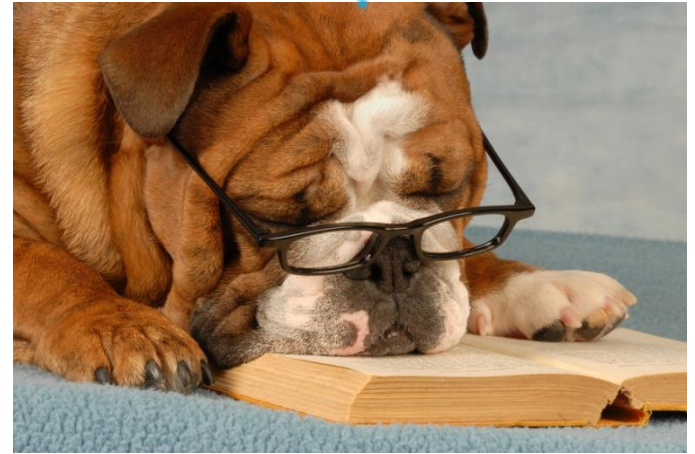
- THINK:
 - “what is this section going to be about?”
 - “what do I already know about this topic?”
 - “is there unfamiliar vocabulary?” (if so, read the definition before proceeding!)

sq3R - Read

Read/ View only a paragraph or section at a time


- Look for answers to the questions you first raised
- Reread captions under pictures, graphs, etc.
- Note all the underlined, italicized, bold printed words or phrases
- Study graphic aids
- Stop and reread or rewind parts which are not clear

Hmm... I don't get that... better read it again, and slowly this time!



sq3R - Record

- After you finish reading/ viewing a paragraph or section, THEN take notes
- Take notes from the text but write the information in your own words
- Don't write in complete sentences – be brief
- Underline or highlight important points you've just read
- THINK:
 - “What are the main ideas?”
 - “What details are the most important?”

Topic:		Name:	
Source:		Class/Period:	Date:
Questions/ Index	Notes:		
			
Summary:			
New Vocabulary:			

General Guidelines for APHG

- Read and take notes alone. Compare notes with a partner when you are finished.
- Reading aloud to yourself sometimes helps.
- Access videos for every chapter and section from the class website (www.prather.yolasite.com).
- For every one page in the book, you should have approximately one handwritten page of notes.
- The quizzes are for you to check your notes. Fail a quiz? GO BACK AND FIX YOUR NOTES.