

Note-taking and Efficient Reading

H CI



How do you take notes?

Structure

Location

What do you write and how much?

Do you review your notes?

C

c E

Observe

Record

Review

DW

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The Cornell Method

Mind-



Review within 24 hours

Edit your notes

Fill in key words in the left-hand column

Use your key words as cues to recite

Efficient Reading Strategies and Techniques

C

Stay alert, pose questions about what is being read and search for answers

Recognize levels of information within the text, separate the main points and general principles from supporting details

Quiz yourself about the material, make written notes, and list unanswered questions

Instantly spots key terms and take the time to find the definition of unfamiliar words

Thinks critically about the ideas in the text and looks for ways to apply them.

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Preview your reading material

Set a time limit

Break the reading up

Take Notes

Look over visual aids such as charts, graphs, pictures, cartoons, and illustrations to help clarify points.

Make annotations in the text

Review the material



Approach the article you have been given as a course assignment. However, you are in a time crunch. You'll have 5 minutes to read the article.

How might you approach this article in such a way that you can understand its key points and be able to contribute to class discussion?



