



## **R = wRite**

Make "maps" for yourself.

Reduce the information

Reread or skim to locate and prove your points.

Write down the key terms and ideas in outline form or using the Cornell Note Taking System.

Always read/question/recite before marking or taking down notes.

Check yourself against the text. Correct and add to your answer.

Or

## **R = RECORD**

Marking the textbook increases understanding of the material for the present and for future reference. The process of selecting and marking requires you to find the main ideas. Later, when you review the text for exam purposes, you will find that the textbook markings and highlights enable you to grasp the essential points without having to read entire paragraphs and chapters again.

Write down the central points for the chapter or section in the notebook. Do each assignment before class. This will prepare you to participate in class discussions which will, in turn, help you remember the material you have read and to put it into perspective.

### **Underline and make marginal notes**

**Underlining** key words and sentences will make those items stand out in the mind.

**Marginal notes** give you the opportunity to question a statement or position taken by the author as well as making you select the key words or items you want to remember from the paragraph.

**Summaries** enable you to write a brief summation of a section in other words.

**Develop your own system of reading.** Use whatever facilitates your retention of the material and works best for you. You might use the following: a double underline for main ideas and a single underline for supporting points; a bracket to enclose several consecutive lines that are important, rather than underlining all of them; or a box or circle around key terms.

**Read before you mark.** Read a few paragraphs or sections and then go back over the material and underline those topics and/or words that you feel are important.

**Be selective.** Underline only those points that are clearly essential. You will then have a visible outline of the major points on a page.

**Use other words.** Marginal notations and summaries should be in other language so you can

### **Coordinate class notes and textbook notes**

**Read** the textbook material on time and prior to the corresponding class or lecture if at all possible. You can then follow the instructor's thought more easily, separate important points from lesser details, and have class notes become more meaningful to you.

**Develop** your own note-taking technique for each class. Many students use only one side of the paper for class notes, leaving a 2- or 3-inch margin on the left side of the page for writing key words and labeling.

**Combine the text notes** and class notes. Do this by writing class notes on the right hand page of the notebook and transferring text notes to the appropriate left hand facing page. You can then easily review all the information gained from class and text reading.

Or

### **R = Reflect**

What does this material mean to you? How can you apply it to your life? Think of living examples, events, someone you know, a celebrity, a pet, some kind of memory if you can associate the material with remembering it. reased your chances of understanding and

Or

### **R = Respond**

As you read, try to find the answers to the questions you asked. Remember, as you read, you might ask more questions. Be sure to write your answers in the margins.