

# FUNDAMENTALS OF NOTE-TAKING

Taking notes is important for studying because it helps you process what you read and makes it easier to remember. By actively engaging with the material, you can focus and organize the information more effectively.

While there are many forms and strategies for notetaking, it should not impede your reading progress.

## DIFFERENT FORMS OF NOTE-TAKING

- 1. Annotate** – Writing in the book helps you connect with the concepts, remember the text, and find important sections. Use an online annotation tool for digital sources.
  - a. Write brief commentary and reactions to what you read
  - b. List out and define key terms
  - c. Summarize what’s happening to help view the big picture
- 2. Highlighting, Circling, and Underlining** – Marking up the text is like a simpler form of annotating. This helps your brain engage with the text and identify the key points.
- 3. Notes As You Go** – Open a notebook and write down key points as you read.
  - a. Creates a study guide you can look back on for later review
  - b. Add page numbers next to important information
  - c. Less is more. The goal is to identify and record the key information
- 4. Notes After Checkpoints** – Try reading one section or chapter at a time and write a brief summary in the space at the end or in a notebook. It will help your brain keep track of the information and recall the details.

## NOTE-TAKING STRATEGIES

Effective note-taking requires prioritization as you read. If you spend too much time taking notes, you may burn out or have so much information that it becomes difficult to navigate. Therefore, focus on methodical, efficient note-taking.

- 1. Stay Brief** – Focus on keeping your notes concise by avoiding adjectives or long sentences that are similar to the text itself. Use easy-to-remember abbreviations.
- 2. Summarize and Paraphrase** – Try discussing the text like you are retelling it to a friend in your own words. When summarizing, focus on the main points and themes.
  - a. What is this author trying to communicate and how?

3. **Reactions, Commentary, and Questions** – Write down your opinions, feelings about the text, what you observe, or questions you may have. It helps to write down your thoughts as they come and organize them later as necessary.
4. **Key Terms** – Record important terms along with their definitions, page numbers, and how they relate to the overall meaning of the text. If key terms are not bolded in the text, they are often repeated.
5. **Compare and Contrast** – Take note of concepts or pieces that remind you of the current text. Discuss ideas that connect with the text or the author’s perspective. Try comparing and contrasting it with a biblical view.

## NOTES EXAMPLE

---

**Text:** When baking, always double-check the **recipe**. The recipe contains important information about ingredients, quantity, and cooking methods. Read through the entire recipe before beginning to bake. On the other hand, **cooking** does not always require a recipe and instead offers flexibility for many different methods and improvisation to create new dishes. Always monitor the stovetop to prevent burning.

**Notes:**

Key Terms:

- **Recipe:** information on ingredients & how to cook them
- **Cooking:** flexible- allows for improv

Main Ideas:

- Read recipe before baking
- Double check the steps
- Monitor stovetop

Questions:

- How do people ‘improv’ when they cook?

**PRACTICE NOW**