

Taking Notes from a Textbook

First: read a section of your textbook chapter

- Read just enough to keep an understanding of the material.
Do not take notes, but rather focus on understanding the material.

It is tempting to take notes as you are reading the first time, but this is not an efficient technique: you are likely to take down too much information and simply copy without understanding.

Second: Review the material

- Locate the main ideas, as well as important sub-points
- Set the book aside
- Paraphrase this information:
Putting the textbook information in your own words forces you to become actively involved with the material

Third: write the paraphrased ideas as your notes

- Do not copy information directly from the textbook
- Add only enough detail to understand

Website: <http://www.studygs.net> Since 1996 the *Study Guides and Strategies* web site has been researched, authored, maintained and supported by Joe Landsberger as an international, learner-centric, educational public service. Permission is granted to freely copy, adapt, and distribute individual Study Guides in print format in non-commercial educational settings that benefit learners.