



Note-Taking Strategies

Ways to stay organized and to
efficiently practice active note-taking!

How to read for Information

- When you are reading your textbook, an article, or a research book, looking for important information can seem overwhelming.
- You should:
 - Look for keywords (often in bold)
 - Skim + Scan
 - Be aware of headlines
 - Pay attention to picture captions
 - Sometimes, you **HAVE** to read every word to understand!
 - Read a passage out loud if you're having trouble understanding.

To take notes that make sense to you...

- And that don't take a million years to write down! You should:
 - Abbreviate words
 - Use bullet points
 - Use simple words and sentences
 - Make lists
 - Use your OWN words and phrases! This is always the most helpful when you are trying to remember your notes.

Other note-taking Strategies

- ◉ These include:
 - ◉ Mind maps
 - ◉ Table organization
 - ◉ Venn Diagrams
 - ◉ Line Diagrams
 - ◉ Highlighting before note-taking

Highlighting

- ◉ When you highlight, it should be because:
 - ◉ You want to take organized notes and there is a lot of information to weed through before you can see what's important
 - ◉ You don't want to take notes, but you want to be able to refer back to your book or article and quickly find the information that you need

Steps for effective highlighting!

- Read quickly through the text to understand what it is about.
- Read the text more carefully, and pause at the end of each paragraph or short section to make sure you know what it's about. You can highlight:
 - A sentence or word that sums up an important idea
 - Quotations
 - Statistics
 - Special Terms
 - Important or useful data
 - Examples or links to other ideas.
- It sometimes helps to use a couple of different-colored highlighters so that you can organize your highlighting by importance, what's a definition, etc.

Let's Practice!

The first people came to Greece not long after leaving Africa, about 55,000 BC. They probably came along the coast of the Eastern Mediterranean, through what is now Israel and Lebanon. They almost certainly knew how to paddle and sail small boats along the coast. When they got to Greece, these people lived mainly from gathering wild plants and got their meat by hunting wild animals with traps and with bows and arrows. They did not farm. They probably knew how to plant seeds, but chose not to because there was already plenty of food growing wild for the few people who lived in Greece at this time.

First, identify important points.

You can stop here if highlighting!

The first people came to Greece not long after leaving Africa, about 55,000 BC. They probably came along the coast of the Eastern Mediterranean, through what is now Israel and Lebanon. They almost certainly knew how to paddle and sail small boats along the coast. When they got to Greece, these people lived mainly from gathering wild plants and got their meat by hunting wild animals with traps and with bows and arrows. They did not farm. They probably knew how to plant seeds, but chose not to because there was already plenty of food growing wild for the few people who lived in Greece at this time.

Next, write down important info in your own words.

- People left Africa and came to Greece about 55,000 B.C.
- Came through what is now Lebanon and Israel.
- Sailed small boats up the coast.
- Gathered wild plants and hunted animals with bows and arrows.
- Did not farm, there was enough food growing wild.

Cornell Note-Taking

- This is a good way to organize your notes in one place so that you can quickly glance at them for information.
- With Cornell Notes, you separate your paper into three sections: Your Notes, a Cue Column, and a Summary Section.

Characteristics of Prokaryotes

Prokaryotes include the kingdoms of Monera (simple bacteria) and Archaea. Simply stated, prokaryotes are molecules surrounded by a membrane and cell wall.

Prokaryotic cells lack characteristic eukaryotic subcellular membrane enclosed "organelles," but may contain membrane systems inside a cell wall.

Prokaryotic cells may have photosynthetic pigments, such as is found in cyanobacteria ("blue bacteria"). Some prokaryotic cells have external whip-like flagella for locomotion or hair like pili for adhesion. Prokaryotic cells come in multiple shapes: cocci (round), bacilli (rods), and spirilla or spirochetes (helical cells).

Let's see how you did!

Characteristics of Prokaryotes - Highlighting

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Characteristics of Prokaryotes - Notes

- ◉ Prokaryotes include the kingdoms of Monera (simple bacteria) and Archaea.
- ◉ Molecules inside a membrane and cell wall.
- ◉ Lack organelles
- ◉ May have photosynthetic pigments
- ◉ Whip-like flagella or hair-like pili for movement and attachment
- ◉ Multiple shapes:
 - ◉ Cocci (round)
 - ◉ Bacilli (rods)
 - ◉ Spirilla or Spirochetes (helical)

What about taking notes during a lesson or lecture?

- ◉ This is a tough thing to do! It can take a lot of practice to be able to listen to what's going on while also taking organized notes that make sense.
 - ◉ First, make sure you've reviewed the lesson information (if that's possible) before the lesson. This might mean doing assigned reading, reading chapters in the book, or at the very least reviewing notes from the previous day or week.
 - ◉ During the lesson, you should focus primarily on the lesson. Take notes (if possible) at the end of a section, or during breaks.
 - ◉ Try hard to put information into your own words. Paraphrasing is also helpful!
 - ◉ Ask questions if something is confusing - it's better than losing track of the information, because then you end up taking notes that don't make any sense!
 - ◉ After class, follow up with the teacher about any questions you have. Check over your notes and summarize what you wrote down. Define any words that you don't understand.



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Allie

