

## RECALL COLUMN

Use this side to:

- a) Identify places to revisit, gaps where you need clarification or questions you have from the lecture.
- b) Create questions to study from (based on the information to the right)
- c) Highlight keywords
- d) Make connections to other material either from your experience or from the textbook.
- e) Reduce ideas and facts to concise summaries and important topics.

## NOTE-TAKING COLUMN

- 1. Record:** During the lecture, use the note taking column to record the lecture using telegraphic sentences.
- 2. Questions:** As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meaning, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.
- 3. Recite:** Cover the note-taking column with a sheet of paper. Then, looking at the question or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, fact, or ideas indicated by the cue-words.
- 4. Reflect:** Reflect on the material by asking yourself questions. For example: "What's the significance of these facts? What principles are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"
- 5. Review:** Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.

### ***Adapt this to problem-based notes!***

*If you're taking notes that include practice problems (Math, Physics, etc.), use your **Recall Column** to work the problem out, and your **Note-Taking Column** to explain all of the steps!*

## SUMMARY

After class, use this space at the bottom of each page to summarize the notes on that page. Putting notes into your own words, and consolidating ideas, is a fantastic way to begin learning the information. You're making connections, finding gaps in knowledge, and setting yourself up to jump into your study with a better awareness of where to start and focus.

