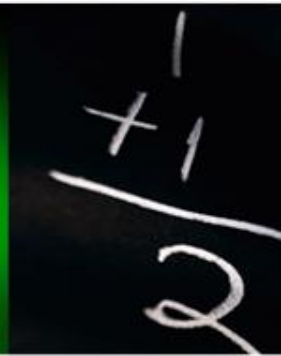


Summarizing and Note Taking



The Burning Question...



**Why in the world
do our teachers
want us/make us
take notes?**



This is Why...

We only retain:

- **10 percent of what we read** - just reading something in class or at home is not enough.
- **20 percent of what we hear** - just listening in class is not enough.
- **30 percent of what we see** - just following along with the notes given by the teacher is not enough.

But we retain:

- **70 percent of what we say** - so take notes and read them out loud.
- **90 percent of what we say and do** - take notes, rewrite notes, and read them out loud.



Do You Ever Have These Thoughts About Note Taking?

- This is boring.
- This isn't important.
- I'm tired.
- I'm hungry.
- I've been sitting too long.
- This is pointless.



Let's Change Our Thinking!

- This will be interesting when I get involved.
- This is important to me.
- I can keep going a little longer.
- I need to stay focused.
- Later, I'll be glad I stuck with it.

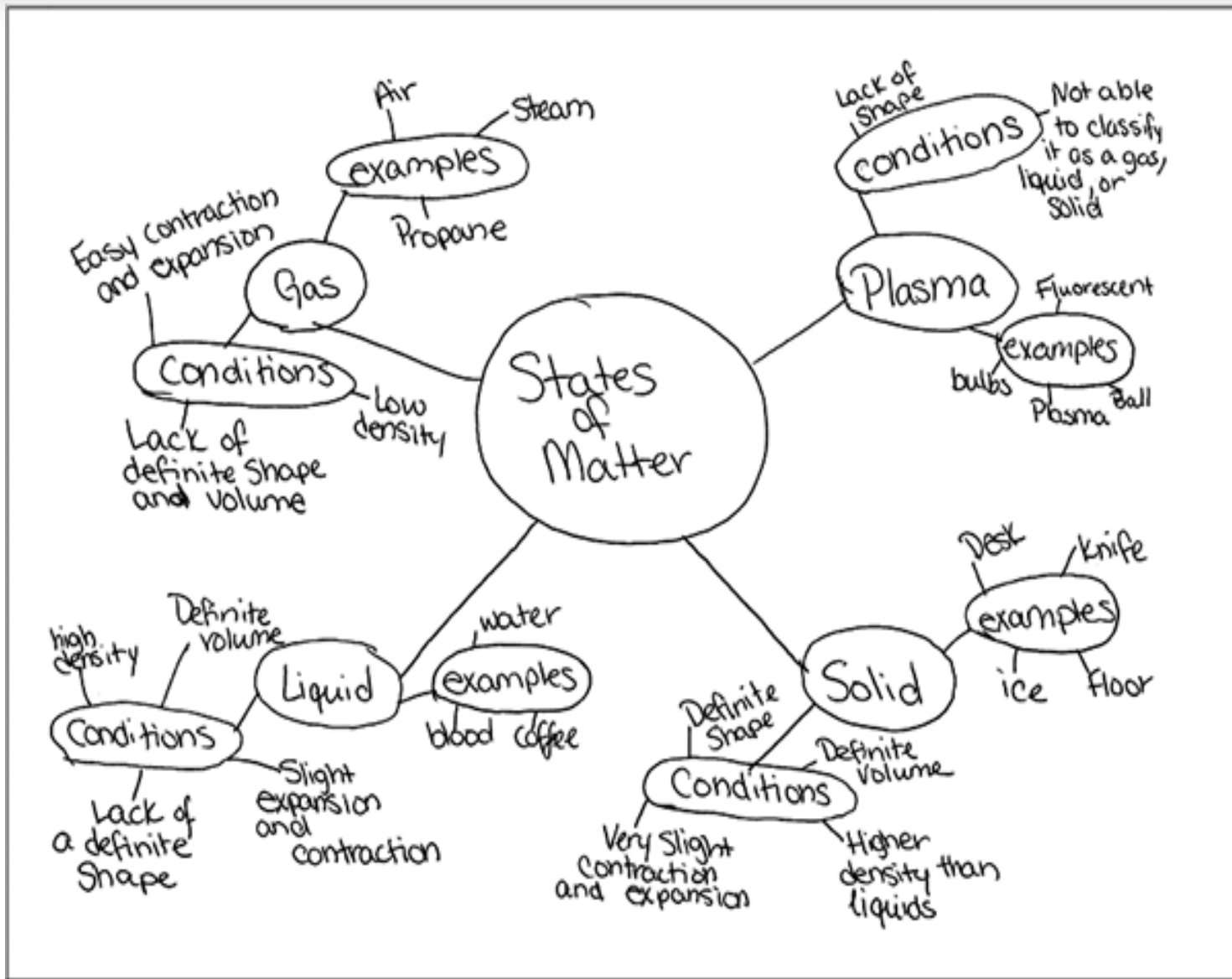


Some Effective Note Taking Strategies.

- **Graphic Organizers**
- **Combination Notes**
- **Outline Notes**



Graphic Organizers



Combination Notes

Topic

Step 1

Write your informal notes here from your reading or lecture.

Step 2

Draw a picture or visual representation of your notes here (something that will trigger your memory about the notes)

Step 3

1. At the top put the topic you are learning/reading about.
2. On the left side of your paper, write down your lecture/reading notes.
3. When you go home, on the right side draw a picture that will trigger the information in your notes.



Outline Notes

Step 1

I. Title

1. Subject

a. Item 1: Description

b. Item 2: Description

c. Item 3: ...

2. Subject 2

II. Title 2

...

Step 2

Step 3

1. Main topics are to the far left of the paper.
2. Supporting information for the main topics are indented slightly.
3. The further right the information, the less important it is to the main topics, but still supports the main topics.



I Know You Are Thinking...What Do We Do With Our Notes Once We Take Them?

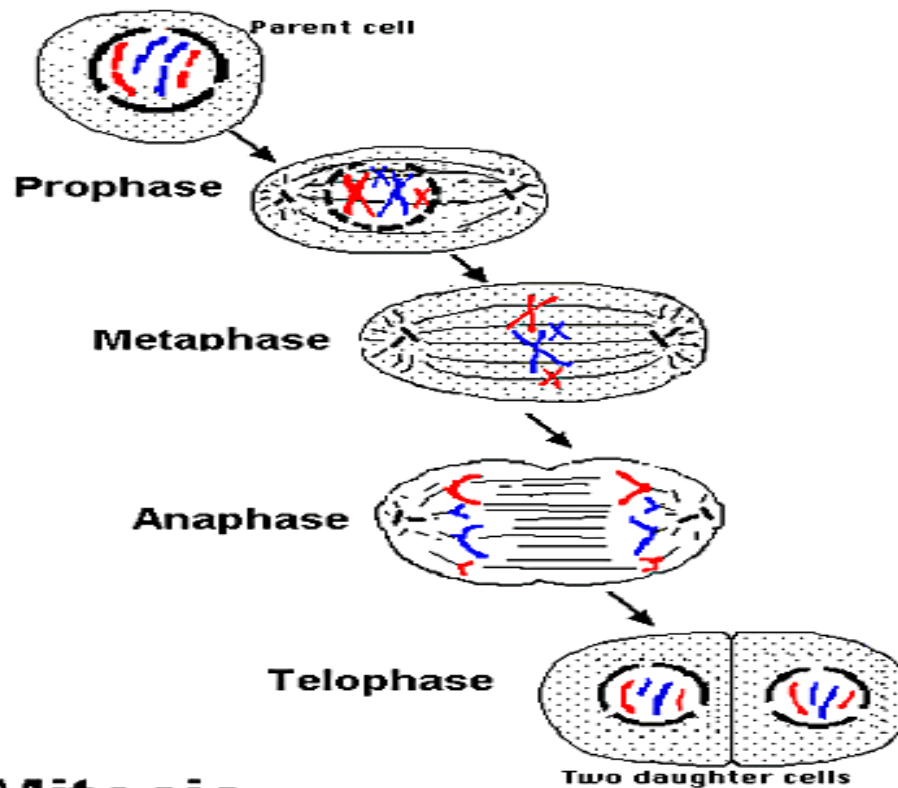
- 1. Edit/revise notes**
- 2. Fill in the gaps (define words you are unfamiliar with, add on information if needed from reading, etc.)**
- 3. Reorganize/rewrite your notes**
- 4. Review your notes daily**
- 5. Information is retained better when you learn it in small chunks (DON'T WAIT UNTIL THE DAY BEFORE THE TEST)**



Now That You Are Done, Summarize Your Notes . . .

Summarize your notes by:

1. Drawing a picture or pictures to represent the main points of your notes.

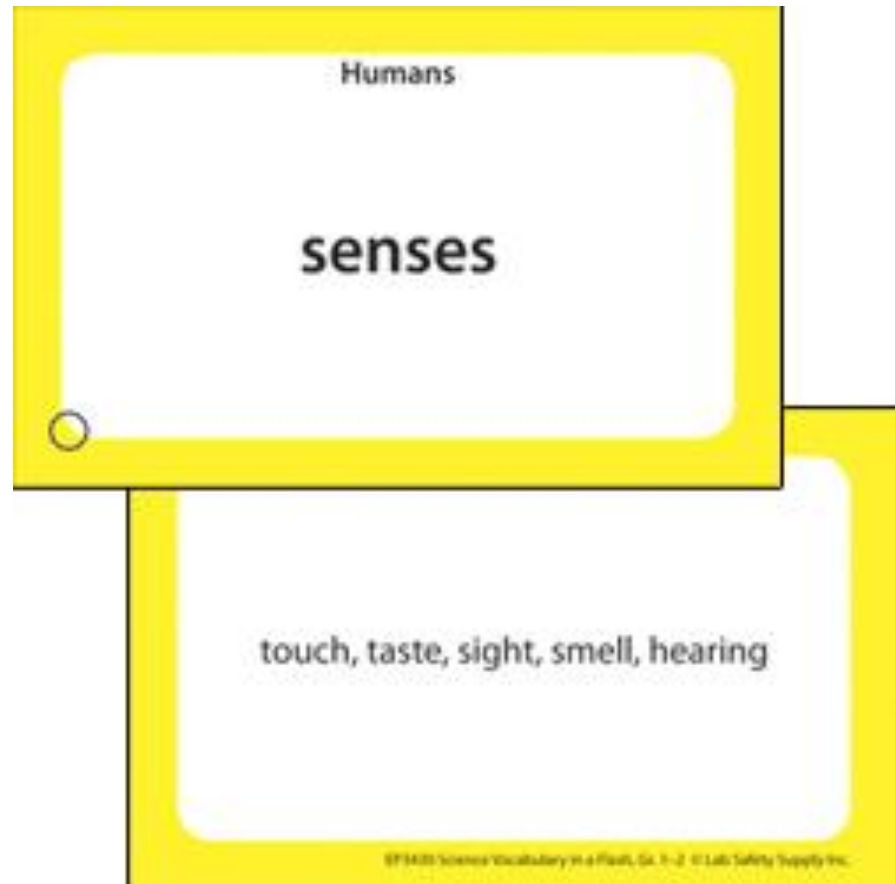


Mitosis



Summarizing Your Notes . . .

2. Make flash cards of key terms/concepts from your notes:



Summarizing Your Notes . . .

3. Use different color highlighters to emphasize key points and concepts.



With Your Neighbor . . .

Take turns answering the following and be ready to share your answers with the class.

1. What method/s described today do you already use? Explain how the method/s have specifically helped you to retain and understand the notes you took.
2. Choose one note taking style and summarizing style that you would be willing to utilize. Explain your choice.

