

TEXTBOOK NOTETAKING



When to use it

- You are reading to learn from a textbook.
- It's important to understand all or most of the information in it.

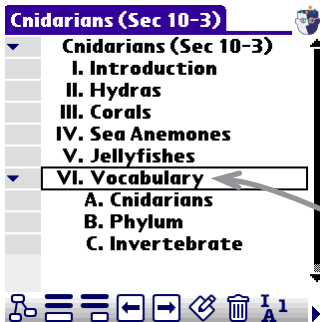
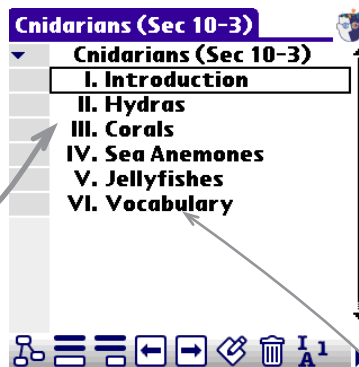


How to do it

1 Create a skeleton.

Start an outline.

Type or write in the headings and subheadings from the chapter or article.



2 List vocabulary.

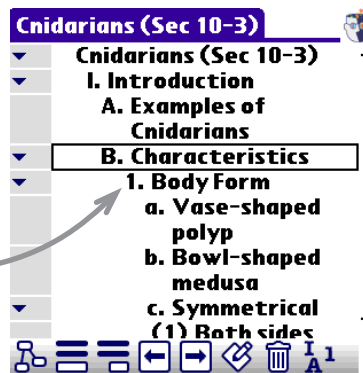
Make "Vocabulary" the last topic in the skeleton outline.

Type in vocabulary words as subtopics under "Vocabulary."

3 Scan for subtopics.

Scan each paragraph of the text and decide what it is about.

Add new subtopics to describe the paragraph's content.



4 Fill in the details.

Under each heading, add information as you read.

Use only a few words on each line.

Clump ideas into categories that occur to you.

(If you include the meanings, type them as subtopics of the words they define, so you can "hide & show" later to study.)

5 Self-test for understanding.

(See Self-Questioning Strategy.)