

Date

Title of Notes**Notes Column:****Question:**

• Your question for each bullet to the right. Do this in BLUE ink.

• You may write what I provide via projector, but get in the habit of writing notes in your own words. You must conserve space as each lecture should translate to 1 page of notes. Notes must be written using BLACK ink.

1. RECORD: During the lecture, use the Notes Column to record the lecture by using telegraphic sentences. Every time you see a bullet in the lecture you should have a bullet in your notes.
2. QUESTIONS: As soon as you finish your Summary, formulate questions based on the notes in the right-hand column. Your questions will help you clarify meanings, reveal relationships, establish continuity and strengthen memory. Also the writing of questions sets the stage for studying for exams later.
3. REFLECT: Cover the Notes Column with a sheet of paper. Then, looking at the questions you created, say aloud, in your words, the answer to the questions.
4. REVIEW: Spend at least 10 min. a day reviewing your previous notes. If you do, you'll retain a great deal for current use, as well as, for the test.

2 Inches



**Summary-** Immediately following the notes for the day, use this space to summarize the topic. How much do you write? One sentence bullet in the above notes. You will write this summary using your BLUE pen.

2 Inches



# Terms and People

- Key terms will be in the notes I give to you. They will be in **RED** in my notes, you need to do the same! Once you see the term in the notes **HIGHLIGHT** the term using your highlighter. At the conclusion of each day of notes you will define the notes. Use the books definition as a response. Expand if needed!
- **Think Who, What, When and Where** when answering!
- Write the term in **RED**. Response in **BLUE**.

TBD

2 Inches