

# how i write outlines/take notes

## ROMAN NUMERAL METHOD: (outline)

required format by my first teacher

### EXAMPLE

#### I. Main Topic

##### A. Section Name (pg #)

I usually jot notes down in the margins

1. Important facts, concepts, examples, etc.
- 2.
- 3.
- 4.
- 5.

and so on...

##### B. Section Name (pg #)

usually jot notes down in the margins

##### 1. Important fact/concept etc.

- a. Separation/spacing into points

usually jot notes down in the margins

##### 2. Important fact/concept etc.

- a. Expansion, details, more examples, etc.
- b.
- c.

#### II. Main Topic

and so on...

## MY USUAL OUTLINE METHOD:

### [Section #] Section Name

→ Summary from textbook

#### Reading

(marginal)

- info (important ideas)
- Extra/extra/extra/extra/extra

#### Summary

- info
- extra
- extra
- extra

- info
- extra
- extra
- extra

- info
- extra
- extra
- extra

### EXAMPLE

#### [Section I] The Road to World War I

→ 1914 summer - crisis in the Balkans led to conflict with a tension between assassination, Austria-Hungary, Serbia...

#### Cause of the War

(main idea) nationalism, militarism, and a system of alliances contributed to the start of World War I.

- system of nation states that were forming led to competition

#### SPAIN AND ALLIANCES

- Europe's greatest powers were divided into 2 sides

#### the Triple Alliance (1882) and the Triple Entente (1907)

- Germany
- Austria-Hungary
- Italy
- Britain
- France
- Russia

## BASIC OUTLINE METHOD:

### EXAMPLE

#### CHAPTER NUMBER AND NAME

##### → Section Name

- important concept/definition/fact etc.
- important fact/concept

##### → Section Name

- important concept/definition/fact etc.
- important fact/concept/definition

#### Ex: PHOTOSYNTHESIS: Using Light To Make Food

##### → Autotrophs are the producers of the biosphere

- photosynthesis is the process by which plants and some other organisms use light energy to produce glucose and oxygen from carbon dioxide and water
- can happen in plants and some other organisms
- can happen in plants and some other organisms
- can happen in plants and some other organisms

##### → Photosynthesis occurs in chloroplasts in plant cells

- in green parts of plants (leaves)
- photosynthesis usually occurs in the stroma
- the light comes from photosynthesis or photosynthesis

## ~ note-taking ~

### HOW I TYPICALLY TAKE NOTES IN CLASS:

### EXAMPLE

#### March 13th, 2018 notes

- Britain with imperialism, but they were industrialized
- others the power, but they had more money

#### MATERIALISM

- improved lives
- transportation
- technology let the people participate in gov.

#### Global Data - 4th round of notes

- British East India Company

#### 1. Quantitative

Supply and Demand - the concept of supply and demand

→ Supply and Demand - the concept of supply and demand

→ Supply and Demand - the concept of supply and demand

→ Supply and Demand - the concept of supply and demand

→ Supply and Demand - the concept of supply and demand

# Notetaking Study Guide Aventa Learning

**Sönke Ahrens**



## **Notetaking Study Guide Aventa Learning:**

**Effective Notetaking** Fiona McPherson, 2012-07-01 You can predict how well a student will do simply on the basis of their use of effective study strategies This book is for college students who are serious about being successful in study and teachers who want to know how best to help their students learn Being a successful student is far more about being a smart user of effective strategies than about being smart Research has shown it is possible to predict how well a student will do simply on the basis of their use of study strategies This workbook looks at the most important group of study strategies how to take notes with advice on how to read a textbook and how to prepare for a lecture You ll be shown how to format your notes use headings and highlighting how to write different types of text summaries and pictorial ones including concept maps and mind maps you ll find out the difference and the pros and cons of each ask the right questions make the right connections review your notes evaluate text to work out which strategy is appropriate There s advice on individual differences and learning styles and on how to choose the strategies that are right for both you and the situation Using effective notetaking strategies will help you remember what you read It will help you understand more and set you on the road to becoming an expert or at least getting good grades Successful studying isn t about hours put in it s about spending your time wisely You want to study smarter not harder As always with the Mempowered books this thorough and fully referenced workbook doesn t re hash the same tired advice that s been peddled for so long Rather Effective Notetaking builds on the latest cognitive and educational research to help you study for success This 3rd edition has advance organizers and multi choice review questions for each chapter plus some additional material on multimedia learning and taking notes in lectures Keywords best study strategies for college students how to improve note taking skills study skills college study taking notes

**Note Taking Skills For Everyone** Vernon Macdonald, 2014-05-12 Learn How To Maximize Your Grades With Effective Note Taking Skills All top students are superior note takers Read this guide to become one of them If you want to be the best student you can be and get the grades you deserve you must learn effective note taking skills Whether you are gathering information from a lecture presentation or textbook the very act of recording it through note taking forces your mind to work and absorb the material In fact in a study done by Michael Howe it was found that a student was seven times more likely to recall the information being taught if they took notes The problem though is that most students never learn effective note taking skills in school If you feel this applies to you this simple guide to note taking is for you Within its pages you will find simple and straightforward lessons that will allow you to master this skill in no time The benefits you can expect by doing this include You will learn what notes to take to succeed Learn how to keep up with the teacher in order to maximize your learning You will learn how to engage in the note taking process in an active and productive manner When you learn to become a better note taker you will become a better student and you will maximize your learning Note Taking Skills For Everyone will help you do this and more Read this book and unleash your true potential today *How To Take*

*Good Notes* Angelos Georgakis, 2017-06-25 Why would I need a book on how to take notes Notes are just notes FALSE Scientists have found that note taking can be as mentally demanding as playing chess can be for an expert While you take notes you listen carefully to the lecturer you process the new material you organize it in your working memory and you finally write down what you think is most important All this happens while someone is talking at an average speed of three words per second and someone is writing down at an average speed of one third of a word per second It doesn't sound easy now does it Notes are an important tool for learning We don't take notes just to record a few facts so we can review them later Learning happens as we take notes Taking notes the right way leads to good study practices better performance on exams and long term retention of information Note taking comes naturally FALSE Note taking is not obvious or intuitive Research has shown that students fail to capture 40% of the main points in a typical lecture First year students capture only 11% In some studies even the best note takers seem to record less than 75% of the important information People think they take good notes until they're told they don't Few of us have consciously thought about how we take notes let alone how to improve the quality of them We often reproduce the lecturer's phrases verbatim We don't save time by systematic use of abbreviations We fail to become a good psychologist of our lecturer We fail to pick up his enthusiasm We fail to interpret the tone of his voice We fail to read his body language And the result is that we fail to take good notes Anyway no one taught me how to take notes in school or in college TRUE Educators believe that students are able to assess the quality of their notes and follow good practices However studies have shown the exact opposite The fact that there isn't a course in college dedicated to the art of taking notes or learning in general makes students believe that this is a natural skill that they can perfect with practice over the course of their studies At the end of the day everyone has their own way to take notes TRUE In this book you may be surprised to learn that I don't make any references to different types of note taking systems like those that other books do The reason is that it's the practices behind the note taking that matter most For example you should not copy the lecturer's phrases word for word but generate the main points in your own words And you should leave space on your notes for adding comments and testing yourself later I encourage students to use the Cornell note taking system because it utilizes most of the principles of effective note taking No matter which note taking system you decide to follow the cognitive effort you will have to expend is equally high Note taking may not be rocket science but it's definitely science cognitive science And cognitive science has produced a lot of useful insights that we can use now to take better notes This book presents these insights in simple words so you can make the most of your notes and use them to study effectively The title of this book is *How to take good notes* However note taking is just one part of the picture Note taking is much broader in the context of this book We take notes so we can interact with them later What matters most is what we do with our notes after we finish taking them Notes can do so many good things for you They hold all your learning efforts Treat them well Look after them

**Note Taking Skills For Everyone** Vernon Macdonald, 2014 Learn How To Maximize Your Grades With

Effective Note Taking Skills All top students are superior note takers Read this guide to become one of them If you want to be the best student you can be and get the grades you deserve you must learn effective note taking skills Whether you are gathering information from a lecture presentation or textbook the very act of recording it through note taking forces your mind to work and absorb the material In fact in a study done by Michael Howe it was found that a student was seven times more likely to recall the information being taught if they took notes The problem though is that most students never learn effective note taking skills in school If you feel this applies to you this simple guide to note taking is for you Within its pages you will find simple and straightforward lessons that will allow you to master this skill in no time The benefits you can expect by doing this include You will learn what notes to take to succeed Learn how to keep up with the teacher in order to maximize your learning You will learn how to engage in the note taking process in an active and productive manner When you learn to become a better note taker you will become a better student and you will maximize your learning

**Note Taking Skills For Everyone** will help you do this and more Read this book and unleash your true potential today *Effective Notetaking* F. M. McPherson, 2018 This book is for college students who are serious about being successful in study and teachers who want to know how best to help their students learn Being a successful student is far more about being a smart user of effective strategies than about being smart Research has shown it is possible to predict how well a student will do simply on the basis of their use of study strategies This workbook looks at the most important group of study strategies how to take notes with advice on how to read a textbook and how to prepare for a lecture You ll be shown how to format your notes use headings and highlighting how to write different types of text summaries and pictorial ones including concept maps and mind maps you ll find out the difference and the pros and cons of each ask the right questions make the right connections review your notes evaluate text to work out which strategy is appropriate There s advice on individual differences and learning styles and on how to choose the strategies that are right for both you and the situation Using effective notetaking strategies will help you remember what you read It will help you understand more and set you on the road to becoming an expert or at least getting good grades Successful studying isn t about hours put in it s about spending your time wisely You want to study smarter not harder As always with the Mem powered books this thorough and fully referenced workbook doesn t re hash the same tired advice that s been peddled for so long Rather *Effective Notetaking* builds on the latest cognitive and educational research to help you study for success *Note-Taking Made Easy* Judi Kesselman-Turkel, Franklynn Peterson, 2003-10-27 Presents a comprehensive guide to taking notes from text lecture and for research and provides instruction on outlining and patterning as well as shorthand and abbreviations *Caminos* Joy Renjilian-Burgy, Ana Beatriz Chiquito, Susan M. Mraz, 2001 *More Learning in Less Time* Norma B. Kahn, 1984 *Effective Notetaking* F. M. McPherson, 2011 *Note Taking Mastery* Alex Nelson, 2017-05-07 Want to supercharge your note taking Learning how to take proper notes is important if you want to see success There are a lot of people who feel that they need to just write down everything that they

hear in a class but when it comes time to study for a test they are going to see that the notes do not make any sense and you might fail This is not something that you want to hear after making your hands ache with keeping up for the whole semester There is an easier way to do this process Taking notes is not something that needs to harm your hands and you do not need to write down everything that you are hearing from the instructor because it is going to be a waste of your time and energy Learning how to take proper notes from what is important will make things so much easier on you in the long run In this guidebook you will learn everything that you need in order to see success with note taking Here s What I ll Teach You What is going to make a good note How using active listening is going to help you determine what is the most important How to hack your memory and get it to work for you Getting your mind ready to work hard the night before How to start taking the right notes How editing notes can make things so much easier Note taking does not need to be an experience that is hard to deal with and you do not need to try and keep up with everything that is being said With the tips in this guidebook you will be taking better notes than ever before Buy your copy today

**How to Take Smart Notes** Sönke Ahrens,2022-03-11 This is the second revised and expanded edition The first edition was published under the slightly longer title How to Take Smart Notes One Simple Technique to Boost Writing Learning and Thinking for Students Academics and Nonfiction Book Writers The key to good and efficient writing lies in the intelligent organisation of ideas and notes This book helps students academics and other knowledge workers to get more done write intelligent texts and learn for the long run It teaches you how to take smart notes and ensure they bring you and your projects forward The Take Smart Notes principle is based on established psychological insight and draws from a tried and tested note taking technique the Zettelkasten This is the first comprehensive guide and description of this system in English and not only does it explain how it works but also why It suits students and academics in the social sciences and humanities nonfiction writers and others who are in the business of reading thinking and writing Instead of wasting your time searching for your notes quotes or references you can focus on what really counts thinking understanding and developing new ideas in writing Dr Sönke Ahrens is a writer and researcher in the field of education and social science He is the author of the award winning book Experiment and Exploration Forms of World Disclosure Springer Since its first publication How to Take Smart Notes has sold more than 100 000 copies and has been translated into seven languages

*Note Taking Skills for Exam Success* Jonnie Tanya,2016-04-21 Do you want to score As in examinations Do you want to be an A student If you do you have to learn to take smarter notes This book teaches you how to take notes accurately and creatively that will enhance recall and revision The strategies in this book will improve your information recording and processing to help you score in examinations With this book you will never take boring and useless notes again The easy to follow instructions and graphical examples shown in this book will make learning fun successful and memorable Knowing how to take effective notes is an essential skill students need to be successful Many students failed to do well in examination because they lack effective note taking skills This book teaches you 5 note taking strategies that will help

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