Note-taking: Reading

SURVEY
To help take notes from reading material

Survey the material to be read.
♦ Look at the section and paragraph headings to get a general idea of what will be covered in the chapter. Look at side boxes, charts, graphs, and/or pictures to get additional information.

CONNECT
♦ Look at how the section and paragraph headings relate to each other.
♦ Write down key words to show how the sections are connected.

READ
♦ Read the information under each heading.
♦ Pay attention to words and phrases that are in **bold** or *italics* because these usually express important information about the heading.

OUTLINE
♦ Write down the main ideas and supporting details in outline form.
♦ Use section and paragraph headings as main ideas, whenever possible. Also, the topic sentence, or first sentence of a paragraph, will also serve as a main idea.
♦ List at least two details under each main idea.
♦ List additional details under detail headings if studying for an objective test that will include many facts.

LOOK
♦ Look back at each chapter and paragraph heading and information under each.
♦ Make sure that the outline contains all of this information.
♦ Add any missing information.
♦ Draw arrows between sections to show how ideas are related.

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