



## A Four-Step Guide to Taking Notes from a Textbook

### Step 1: Organize your notes before you begin

- Write down the name of the book and the chapter or section you will be taking notes from on the first page.
- Clearly label and number each page of notes.
- Leave space in the left margin or between ideas for your own comments or questions.

### Step 2: Read a section of your textbook chapter

- Read just enough to keep an understanding of the material. Do not take notes, but rather focus on understanding the material.
- It is tempting to take notes as you are reading the first time, but this is not an efficient technique...are likely to take down too much information and simply copy without understanding.

### Step 3: Review the material

- Locate the main ideas, as well as important sub-points.
- Set the book aside.
- Restate the information you just read in your own words. Putting the textbook information in your own words forces you to become actively involved with the material.

### Step 4: Take notes

- Write down the summarized information as your notes. Do not copy information directly from the textbook into your notes.
- Add only enough detail to understand.
- Review and compare your notes with the text. Ask yourself if you truly understand the material.

Dr. Hong says...

Use this guide to help you take notes from your textbook while doing contract work.



1. Organize
2. Read
3. Review
4. Summarize

