

# TAKING NOTES

1. **Put pencil or pen down!**
2. **Review your questions & keywords.**
3. **Find a good section to read related to your questions & keywords.**
4. **Read**
5. **Think about what you read.**
6. **Now, pick up your pen or pencil & write what you think.**
7. **Write or Draw only important**
  - **Facts**
  - **Dates**
  - **Keywords**
  - **Your own thoughts, ideas, opinions about what you read**
8. **Do NOT use sentences!**

**If you need to quote or copy something exactly, put it inside quotation marks. Write the page number next to it.**

**If all else fails:**

**Paraphrase**

**Summarize**

**(write the page number beside it)**