

Notetaking Skills

Outlining

		NUMBER and TITLE of Chapter
	Skip	Lines
	Chapter Thesis	Written across top few lines in your own words
○		Usually found within first few paragraphs of chapter
	Skip	Lines
	Section Heading	Written across next lines, indented to show outline
		Write main idea of section
		Bullet list all factual data that supports main idea
	Skip	Lines
	Sub-section Heading	Written across next lines, indented to show outline
		Write main idea of sub-section
		Bullet list all factual data that supports main idea
	Skip	Lines
○	Vocabulary	Word written on left, definition on right
		Repeat Key Terms in context
		Add important phrases, new terms, concepts, ideas
	Skip	Lines
	People/Places/Events	Word/Phrase written on left, description on right
		Describe main importance, significance, connection
	Skip	Lines
	Questions	Write questions on left side
		Try to connect question with information on right
		Label BP, D, S, C, CP
	Skip	Lines
	Reflection	Write a reflection for the chapter at end of notes
○		Try to reflect/analyze/answer questions or comments