

Questions

Create questions from the sections as you read.

All questions must be in your own words!

The easiest way is to re-write the section headings into questions.

You can also create your own questions from the material you read.

The point is to think about the material, and really understand what it is that you read.

You can create as many questions as you'd like, but they must all be answered in the column to the right, in your own words.

Number all questions as you go along for easy reference to the answers, and for a logical approach - 10 question minimum per section

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Answers

Answer all the questions that you generate in the left column. That way, it forces you to think about the material in your own words.

This approach/technique will allow you to 'own' the material much more effectively than just reading from the text.

This way of note taking is called 'active reading', and will help you tremendously in class, on tests, and later in life.

Feel free to use graphics in your answers as well, like drawing pictures, sketches, flow charts, diagrams, etc. This will help you visualize the materials better, and will force your brain to actively engage.

Be sure to number or label your answers to the questions for easy reference in the future, as well as to help in getting graded.

Notes on the chapter will be collected twice a week, usually Monday and Wednesday. You will complete a set of notes for each section of the chapter, so make sure to label your assignments carefully!

You can have more than one sheet of paper per section, depending on your handwriting style, etc. There is no maximum, as long as you cover the material in detail. 10 answers minimum.

Summary

As you take notes on the chapter, you should actively think about what it is that you're writing. Here, you will provide a summary of the section, or a few section headings. It really depends on how long your notes are, and what the materials are about. This space simply summarizes the above questions and answers in a more concise form. Summaries are an excellent way to study for tests and quizzes, and to help in understanding the whole section as it relates to other areas of study.