

# NOTE TAKING SKILLS

## NOTE TAKING VS. NOTE MAKING

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There is a difference between taking notes while reading or listening, and using those notes to study. Getting the information down on paper is note taking; learning from those notes is note making. Here are some tips for helping your child develop good note making skills:

- Use only one side of the paper when taking notes. When you reach the end of the page, start on a new page instead of turning it over to write on the back. This leaves a blank page beside each page of notes when the notebook is open. The blank page provides space for questions for the teacher, a list of words to memorize, or study summaries
- Revise and review notes within twenty-four hours of taking them. This increases your chances of keeping the information in long-term memory.

Every week, preferably on Friday or over the weekend, you should remove all notes, homework, and other papers not needed for class the next week and clip them together (see The Master Notebook System). You should then review the material in the packet and make a list of the main ideas covered that week. These packets become good study guides when preparing for tests.

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