

RECALL COLUMN

Use this side to:

- Identify places to revisit, gaps where you need clarification or questions you have from the lecture.
- Create questions to study from (based on the information to the right)
- Highlight keywords
- Make connections to other material either from your experience or from the textbook.
- Reduce ideas and facts to concise summaries and important topics.

NOTE-TAKING COLUMN

- Record:** During the lecture, use the note taking column to record the lecture using telegraphic sentences.
- Questions:** As soon after class as possible, formulate questions based on the notes in the right-hand column. Writing questions helps to clarify meaning, reveal relationships, establish continuity, and strengthen memory. Also, the writing of questions sets up a perfect stage for exam-studying later.
- Recite:** Cover the note-taking column with a sheet of paper. Then, looking at the question or cue-words in the question and cue column only, say aloud, in your own words, the answers to the questions, fact, or ideas indicated by the cue-words.
- Reflect:** Reflect on the material by asking yourself questions. For example: "What's the significance of these facts? What principles are they based on? How can I apply them? How do they fit in with what I already know? What's beyond them?"
- Review:** Spend at least ten minutes every week reviewing all your previous notes. If you do, you'll retain a great deal for current use, as well as, for the exam.

Adapt this to problem-based notes!

*If you're taking notes that include practice problems (Math, Physics, etc.), use your **Recall Column** to work the problem out, and your **Note-Taking Column** to explain all of the steps! See an example: <https://beav.es/Zrk> (scroll to page 3)*

SUMMARY

After class, use this space at the bottom of each page to summarize the notes on that page. Putting notes into your own words, and consolidating ideas, is a fantastic way to begin learning the information. You're making connections, finding gaps in knowledge, and setting yourself up to jump into your study with a better awareness of where to start and focus.