

# Reading/Note-Taking Skills

**Read ahead so that you are prepared for lecture.**

**Start by previewing (skimming):**

- headings/major divisions
- introductory and summary paragraphs
- italics/boldface/highlighted equations
- topic sentence of each paragraph
- figures, tables, examples

**Then read the assigned material, but be an *active* reader:**

- Outline the reading (better than underlining or highlighting).
- Identify the main idea in each paragraph and/or section.
- Turn each heading into a question & read to answer the question.
- Evaluate what you read as you are reading. Does it make sense?
- Restate all important points in your own words after each paragraph (without looking at the paragraph)
- Review after you are done reading
- Write down any questions that you have.

**During lecture, take good notes, listen, and ask questions:**

- Don't write down everything.
- Make sure you get the main points.
- Make sure you write down material that is not from the textbook.
- Write down the figure #, title, or page, but don't try to reproduce figures on transparencies that are from the text.
- Don't get flustered if you can't get it all down. Leave a blank space and get the information from one of your classmates after lecture.
- LISTEN so that you can understand the lecture material.
- If your questions from reading the text aren't answered or new questions arise during lecture, ASK a question.

**Rewrite your notes:**

- Rewrite your notes as soon as possible after lecture.
- Add important information from the text and ideas of own.
- Reorganize the material so that it all makes sense and will be easy to review when studying for exams.
- Note any questions that arise & seek help.