

TEXTBOOK NOTETAKING



When to use it _____

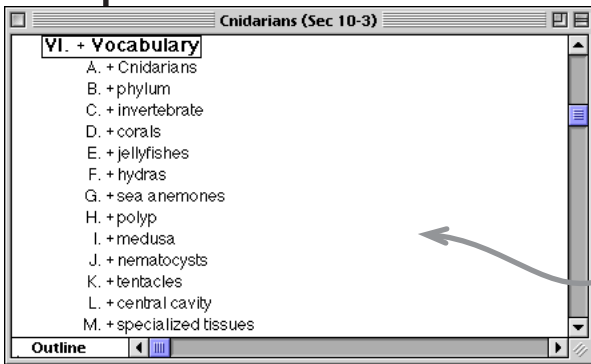
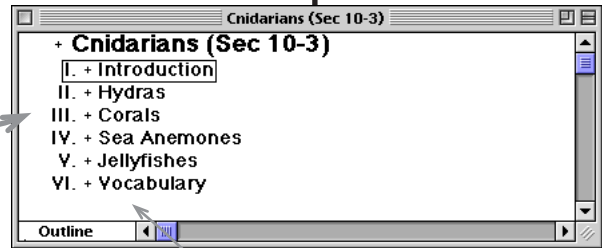
- You have a chapter or article.
- You have to learn the information in it.



How to do it _____

1. Create a skeleton.

Type in the heading and sub-headings of the textbook materials.

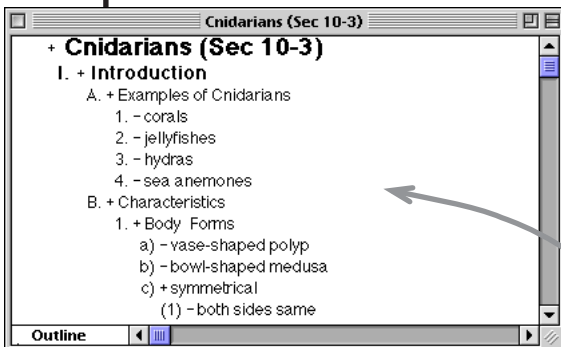
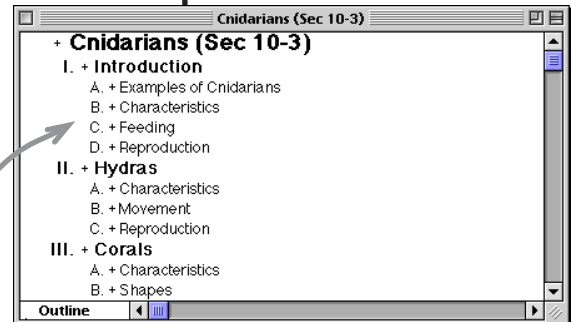


2. Assemble the vocabulary.

Add this as the last topic in the "skeleton."

3. Survey for topics.

Identify and enter the subcategories of information from the text.



4. Fill in the details.

Enter the important facts, ideas and vocabulary into their proper places in the outline.

5. Self-test for understanding.

(See Self-Testing Strategy.)