

Notetaking Skills

	NUMBER and TITLE of Chapter	
	Skip	Lines
○	Chapter Thesis	Written across top few lines in your own words Usually found within first few paragraphs of chapter
	Skip	Lines
	Section Heading	Written across next lines, indented to show outline Write main idea of section Bullet list all factual data that supports main idea
	Skip	Lines
	Sub-section Heading	Written across next lines, indented to show outline Write main idea of sub-section Bullet list all factual data that supports main idea
	Skip	Lines
○	Vocabulary	Word written on left, definition on right Repeat Key Terms in context Add important phrases, new terms, concepts, ideas
	Skip	Lines
	People/Places/Events	Word/Phrase written on left, description on right Describe main importance, significance, connection
	Skip	Lines
○	Questions	Write questions on left side Try to connect question with information on right
	Skip	Lines
	Reflection	Write a reflection for the chapter at end of notes Try to reflect/analyze/answer questions or comments Make it succinct and clear in one paragraph