

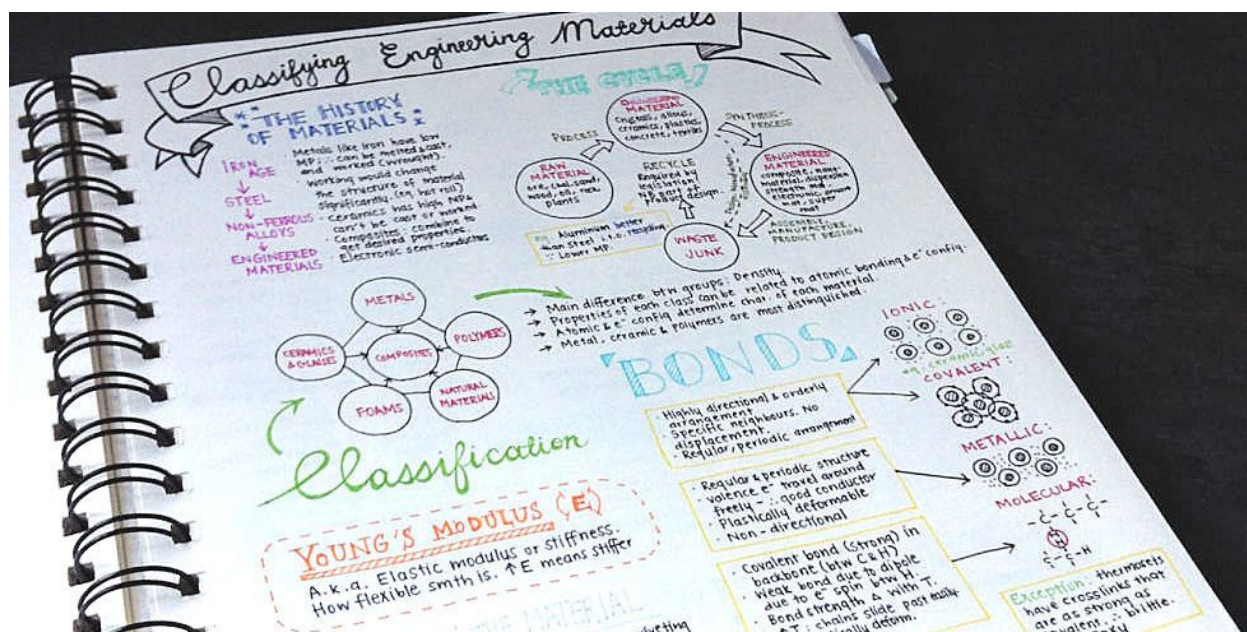
# WHAP Notetaking Guide

## Why do we take notes and not just read the information?

- Note taking develops an outline of information for you to review later and helps to better retain the information that you are looking at. Notes can be read again later, summarized even more for retention, or used to quiz yourself over material in preparation for a test.
- Research has shown that information taken down in notes has a 34% chance of being remembered while information not in notes has only a 5% chance of being remembered (Howe, 1970, in Longman and Atkinson, 1999). These percentages further increase to about 80% chance of remembering the information if it is reviewed regularly (Ebbinghaus curve, 1885).
- Additional research has shown (1/9/2013 – Association for Psychological Science) that highlighting is not effective studying or note taking (and might even be harmful).
- Interacting with the text over a series of sessions is more important in information intensive subjects. This is not easy. This is difficult in the beginning, but the more you do it, the easier it eventually becomes.

## What are we doing when we take notes?

- Condensing information down to manageable chunks and relating it to other information that we've already learned.
- This allows you to review the material before you take the quiz or the unit exam. Remember, in history and other information rich subjects, we're working on figuring out how to internalize information and chunk into manageable sections.



## Note-taking Expectations and Options for your textbook

- First and foremost, complete the assigned readings. This is background information that will get you ready for the next day's lesson. If you do not do the reading, then you will not get the necessary information and skills out of the next day's lesson.
- Take notes over the assigned reading material using the format below. You may choose whatever style of note-taking that you wish. Some styles will be better for how you learn, and some are better than others for specific reading assignments.
- Bring your notes with you to class each day.

## General note-taking procedure:

### Step 1: Write the following on the top of your paper.

- Reading Assignment (date, page #s, topic you are reading about, etc.):
- Geographic area that this reading deals with (specific location, but then also College Board location = ex. China, East Asia or India, South Asia)

### Step 2: Preview

- Choose 2-3 charts, maps, pics, primary sources, etc. from the reading selection and write down what they are. After reading and taking notes, go back and explain the importance of each.
- Looking at the subject headings: What's the overall general idea?

### Step 3: Summarize (the note-taking process)



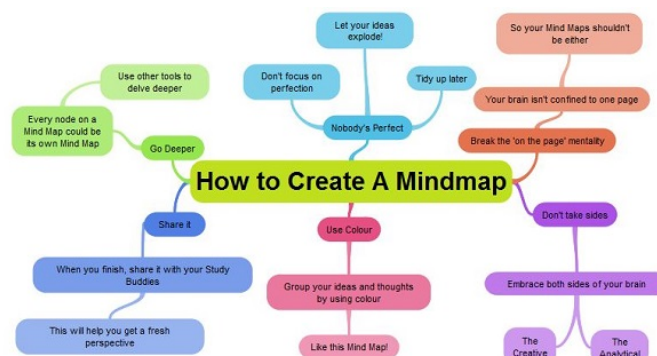
Condense the information into notes that are roughly 1/4 the length of the reading assignment; Example 10,000 words go to 2,500 or 10 pages of reading goes to 2 pages of notes.) **Use the following guide to taking notes. For example, if you have a 10 page reading assignment, one page of notes on one side of notebook paper is NOT going to be sufficient. One quarter of a ten-page reading assignment would be**

**about 2-pages at minimum plus the summary which would be about a paragraph.**

Pick ONE of the following note-taking methods to summarize the information.

- Option #1: Concept Mapping/Mind Mapping/Graph/Chart

Put the central concept of the reading in the center and then draw lines outward for each of the major topics or headings discussed. Then write specific information off of each bubble. Create a comparison chart with topics that are the same for each group/civilization that you are reading about.



- Option #2: Cornell Notes

You divide your paper into two columns. On the left side you take notes. On the right side, you write the general concepts, key ideas to remember, or questions to ask in class.

- Option #3: SQ3R variation

Turn each heading/subheading into a question or series of questions. Write those questions down and then answer those questions with bullet-pointed information from the text.

- Option #4: Outlining – traditional

This can be traditional Roman numeral outlining OR simply writing down the heading and then putting down the important information indented under that.

- Option #5: Elevated Notes – Klipfel method

Use a variety of methods to interact with the notes. Cornell style questioning of the notes or reading, hand-drawn maps, timelines, graphic organizers, outside knowledge, connections to other sections you have already learned, defining unfamiliar terms and summarizing. Be sure to paraphrase in your own words the main ideas of your assigned reading.

### Step 4: Summarize Key Ideas (summary of your notes)

