

# Salem County Christian Academy-Study Skills Booklet

## Taking Notes When Reading

### PREPARE

- Use one side of loose-leaf or notebook paper, or note cards
- Put the date and source on each page or card
- Divide space

### READ

### TAKE NOTES

- Write legibly
- State ideas in a few of your own words
- Get the **Main Idea**
  - Use key words
  - Abbreviate
  - Skip a line at the end of an idea
- Leave space for additions and corrections

### FOLLOW UP

- Read notes
- Define unfamiliar words (use a dictionary if necessary)
- Fill in information left out
- Write key words in the topic column
- Cover notes and use key words in the topic column to recite facts you remember
- Uncover notes to verify what you recited
- Review notes often to more easily remember them

### SUMMARIZE

- Briefly state important ideas in your own words.