Tips on Note-Taking

- Read a section of text, pause to think about what is important, and then write your notes.
- Consider the main ideas and supporting details as you read. A structure like boxes and bullets can help you to organize your notes.
- Instead of copying from the text, try to put the information in your own words. (If this is hard, don't look at the original text when recording notes.)
- Keep track of your source so you can return later to confirm or get more information.