

# HOW TO TAKE NOTES

## FIRST:

- Read the text, book, or document you want to take notes on

## SECOND:

- Go back and as you **skim** through the information, highlight/underline the following important information
  - Who – introductions of new people/characters
  - Where – the location of where it is taking place
  - What – what is happening? Take note of any major change in events
  - When – the time it is taking place (in the past? Present?)

## THIRD:

- Write, in **point form**, the highlighted/underlined important information in your own words
- It does not have to be in full sentences

