Unit 1

Taking Excellent Notes

1. Excellent notes use an <u>Outline</u> format

    (a) This is required for my class to get your points for notes!

    (b) This works in all of your classes.

2. Examples

    (a) Good

      1. Main Idea 1
          a. Detail 1
          b. Detail 2
             i) Detail about Detail 2
             i) Another detail about Detail 2
          c. Detail 3
      2. Main Idea 2
      etc...

    Note the good indentation $\mapsto$

    Indentation $\mapsto$ represents more specific stuff

    (b) Bad

      1. Main Idea 1
      a. Detail 1
      b. Detail 2
      i) Detail about Detail 2
      i) Another detail about Detail 2
      c. Detail 3
      2. Main Idea 2
      etc...

    Nothing is indented. This is hard to read and find information later. Indenting is an easy way to make your notes better.

3. It is better to over-indent than under-indent.

4. Style

    (a) Choose whatever style you like the most. You can use any combination of the following:

        1. Numbers
          a. Letters
            i) Roman Numerals
          • Bullet Points
            □ Boxes
        ↳ Curly Arrows
          - Dashes

5. Other useful symbols and conventions

    • **Bolding**, <u>Underlining</u> and <u><u>Double Underlining</u></u> your text to represent important words.

    • Δ Greek letter "Delta". In math and science, means "Change".

    • $\Rightarrow$ Double arrows for definitions.

    • $\rightsquigarrow$ Squiggly arrows for saying when one things leads to another thing.

    • $\approx$ For when things are about the same.

    • $\dashrightarrow$ Dashed arrows.

    • ★ For really important stuff that you want to call out.

    • ⌐ Put a box around definitions. ⌐

    • ⌐⌐ Double Box formulas. ⌐⌐

Put misc. things you want to remember in the margins.

Put questions or thoughts in the margins with clouds

6. Advanced / Extra stuff

    (a) To really take your notes to the next level, incorporate colors.

    (b) Bring different colored pens and highlighters to draw attention to specific details.

    (c) Come up with your own system of what each color means.