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...
   (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...

Note the good
indentation –>

Indentation –>
represents more
specific stuff

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

   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 importnat stuff that you want to call out

   | Boxing definitions |

   || Double Boxing formulas ||

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

Put questions or thoughts in the margins with clouds

6. Advanced / Extra stuff

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

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

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