**How to be a Better Note-Taker**

**Challenges with Taking Notes**

1. Over note-taking
2. Picking out larger concepts and ideas
3. Not being able to connect details to bigger ideas and concepts
4. Not understanding vocabulary within context of reading
5. The reading/lecture is a topic that is uninteresting to the reader/listener

**How to be a Better Note-Taker**

1. Look at the headings: What will you be reading about?
	1. Consciously internalize the topic of the reading.
2. For each heading make sure you are able to answer the questions:
	1. Who, What, When, Where, Why?
3. Define bold and italic words
4. Define and develop major themes and concepts
5. DO NOT skip colored boxes with readings-they have important information in them!
6. Look at the pictures and read their captions
	1. They back-up the readings well