

## Questions

This column is used to identify questions on the content. This can be done two ways.

First, you can identify questions you still have on the content. These questions are great to take into faculty office hours or for tutoring appointments, so you ensure you always understand the content fully.

The second way to make questions is to write potential test questions or review questions. Doing this creates a study guide or practice test of material you can use to study from later. The best part is the answers for the questions (to check your answers) is included on this page, so you don't have to go searching for it later.

Utilize both systems to get the most out of your notes each week!

## Lecture Notes & Course Content

This section is where you will take your lecture notes and course content.

It is important to create the template and borders for each section ahead of time, so you ensure you leave space at the side and bottom of your page for the summary and questions.

Be sure to take clear notes that you can use for review later. Remember, reviewing and rereading your notes is important to do regularly (about once a week).

However, it should not be your main study technique. Use these notes to create study guides, practice questions, and other materials to practice with. Ways you can do this using these notes are:

- Copy the questions section to a new page to create a practice test from multiple sheets of notes
- Create a mind map to connect content from different pages' summaries to allow you to see how content connects
- Give your notes to a friend and teach the material to them. They can use your notes to see what you knew and what you still need to review

The ultimate purpose of this section is to collect information. This information can be from the lecture, textbook, or other resources. Any information in your summary and answers to the questions should be given here. If the information is not listed in this section, it should NOT appear in the summary or in the questions area.

## Summary

This section is where you will write a 3-5 sentence summary of the topics and information given above. The summary part of notetaking is important as it helps you review and connect different pieces of information. Write a summary over what the content covers and use this section to find information quickly that you wish to review.

Topic: \_\_\_\_\_

Date: \_\_\_\_\_

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