

Student Sheet: **How to Take Two-Column Notes**

List all details on the right side of the page.

- i. Use as few words as possible
 - ii. Use abbreviations
 - iii. Use markers to connect details and underline important information
 - iv. Skip lines as details change and leave extra space to add information later
2. Write main ideas and sub-main ideas on the left side of the page.
3. Go over your notes at the end of class or as soon as possible. Fix up your notes and review the information.
4. Read through your notes in the evening and write study questions with answers.

* Use Visual Markers on your note pages, it will make them easier to read later. The visual markers will help you organize your notes.