

Numbered Notes for Reading

Read your textbook paragraph-by-paragraph (without a pen or highlighter in hand).

1. After you finish a paragraph, decide if any information in that paragraph is worth highlighting or underlining.
2. Using your highlighter or pen, highlight or underline the most important key words or phrases.
3. Write a number (starting with #1) in the margin of the text next to the highlighted or underlined material.
4. Put the same number on your notepad and write a question (you can even turn a header into a question) based on the information you have just highlighted or underlined in the textbook. Since the information you highlighted or underlined is the answer to the question you wrote, you do not have to write the answer in your notes.
5. Proceed with your studying and reading, and every time you find important information, assign it a number and follow the same process.
6. As you finish a chapter or a section, you can quickly test your retention of what you have just learned by going over the questions in your notes and answering them from memory.