

## Taking Notes from a Text

- First, read the paragraph.
- Next, try to identify how it's organized. This will help you organize your notes. Possibilities include:
  - Main idea and examples
  - Main idea and supporting points
  - Chronological order
  - Cause and effect
  - Order of Importance
- Finally, summarize the main points.
- Additional things to remember:
  - Look at the title, subheadings, pictures, bulleted lists, and graphs (as present) to get a sense of what the material is about.
  - Pay attention to words in italics and bold. These are usually key words.