

This handout illustrates five common methods for taking notes.  
Find whichever one suits you best!

Separate your paper into columns headed by categories. These could include important dates, people, events, phrases, etc. For example, the columns in a history class could be "Date," "Person," and "Significance." During class or as you read, write down the information that you learn under the appropriate column. This is a great method to use when the content is difficult to understand or presented

Place the main and most important points farthest to the left of your paper. As information that is more specific is given, indent to the right. The more to the right a point is, the less important it is. It's important to note that once a new topic is started, you should begin at the left margin

