

Name:

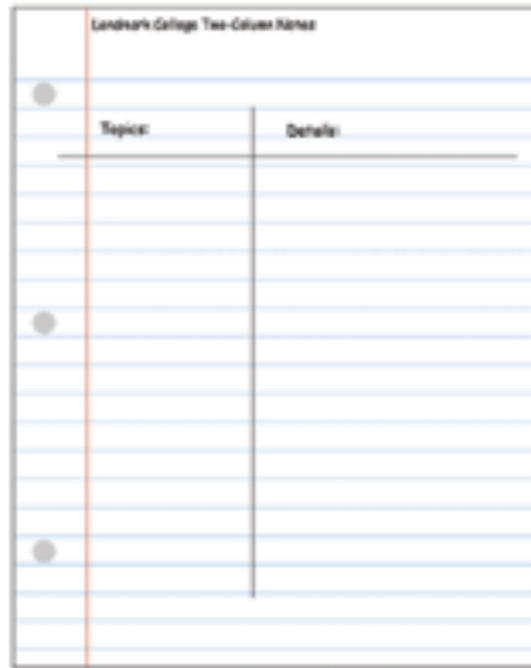
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TWO COLUMN NOTES

What are two column notes?

- A method of note taking that can be used for all subjects



Why use two column notes?

- Only main ideas and important details are written down
- Can be used as study notes (fold them over to cover answers)
 - All you need is a ruler and paper to make them

What should you focus on when making 2 column notes?

- Focus on **bold** print in your textbook or handout
 - Look for clues in the headings
- Look for clues in the intro and concluding sentences

How to write them

- Select important details only
 - Avoid repeating details
- Omit details that are not related to the main idea
 - Use point form and abbreviations

RULES FOR TAKING TWO-COLUMN NOTES

- 1) Heading:**
 - top of the page
 - name, date, subject, block, title

- 2) Two columns:**
 - left one is narrow
 - right one is wide

- 3) Main ideas or questions:**
 - write in left column

- 4) Supporting details or answers to the questions:**
 - write in right column

- 5) Point form notes:**
 - avoid complete sentences
 - use abbreviations

- 6) No repeated Words:**
 - avoid repeating main idea in details column

- 7) Page:**
 - use only one side of the paper

- 8) Spacing:**
 - leave space to add more information later