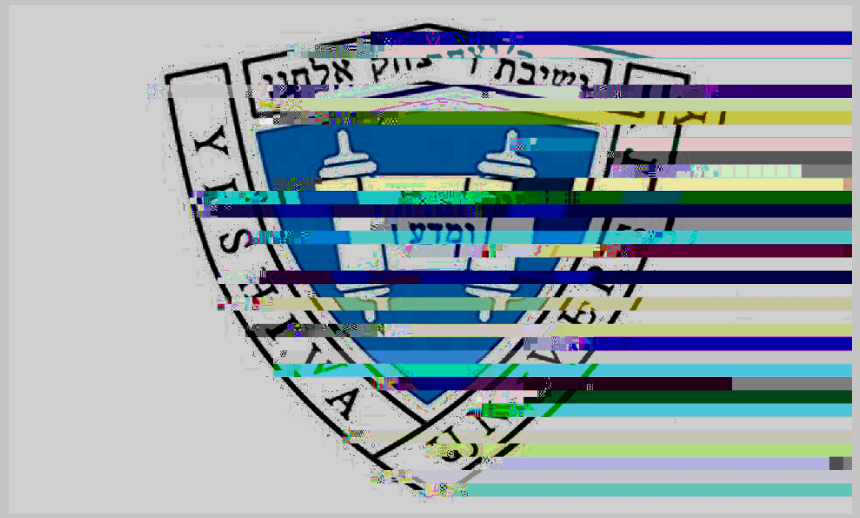

! "#$%&' ()*"*+%, - . . ' //%0 ' *1')
232456743785
9"#$#' ()*"*+/ - . . ' // . ' *1') : ; -<'=-

WHY TAKE NOTES?

- ! "#$%&#'()*+#"+,-'.%&'*),'/"0,/.'#%'1%)2,#'345'%1'6$*#'.%&'$,*)'"7'*'/,+#&),'6"#$"7'89'$%&):-'*7;'<45'*1#,)'#6%'6,,0:=
- >%#,:'*),'*'?*/&*@/,'#%%/'#%'$,/('),A,A@,)'"A(%)#*7#'"71%)A*#"%7=

WHY ARE NOTES ESSENTIAL?

- >?1'/%()'%?$1'*%(%@(#-(A#'%.#-'%$?)%9B(1%1B'%"*/1)-.1?)%1B"*C/%"/%"DE?)1(*1
- >?1'/%B'#E%1?%.?*='*/'%(*=%?)+(*"F'%1B'%D(1')"(#%"*%(%D'(*"*+$-#%9(;

Pay attention
talking
ACTIVE LISTENING
Ask questions
directions
is being said

SIGNS OF AN ACTIVE LISTENER

- ,"11"*+%-E%/1)("+B1
- ,B?9"*+%"*1')'/1
- J(C"*+%1B'%#'.1-)')%1B'%.'*1')%?$%;?-)%(11'*1"?*%
- K''E"*+%1B'%#'.1-)')%9"1B"*%;?-)%#"*'%?$%@"/"?*%

PREPARING FOR CLASS

- I))"@'%1?%.#(//%?*%1"D'%
- ,"1%(/%*'()%1?%1B'%$)?*1%?$%1B'%)??D%(/%E?//"A#'%1?%'#"D"*(1'%

  ="/1)(.1"?*/
- L'%/-)'%)'(=%(//"+*'=%1'M1/%A'$?)'%.#(//
- J (C'%(%#"/1%?$%N-'/1"?*/%$)?D%1B'%)'(="*+/%1?%(/C%1B'%E)?$'//?)%%
- O'@"'9%;?-)%*?1'/%$)?D%E)'@"?-/%#'.1-)'

IN CLASS:

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- P()(EB)(/'%(*=%)'@"/''%1B'%*?1'/%(/%N-".C#;%(/%
  E?//"A#'G%E)'$')(A#;%1B'%/(D'%=(;%?$%1B'%#'.1-)'%
-

CORNELL METHOD

- !"#$%&"'()%*$(%"$+*&,-(.%
- !"#%/*&%0#,/123%*&.%(*),23%,.(&',43%1(3%'($5)%*&.%/"&/(6')%%
- !"#$%2(/'#$(%&"'()%7(/"5(%*%)'#.3%+#,.(%'"%8(26%3"#%6$(6*$(%4"$%'8(%(9*5%

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BENEFITS OF THE OUTLINE METHOD

- ! "#$ &"'()%*$(%"$+*&,-(.%
- ! "#%/*&%0#,/123%*&.%(*),23%,.(&',43%1(3%'($5)%*&.%/"&/(6')
-

IN SUMMARY

S(C"*+%*?1'/%B'#E/T%

- /1-='*1/%.?*.'*1)(1'%"*%.#(//
- ='@'#?E%(.1"@'%)'(="*+%/C"##/G%(##?9"*+%;?-%1?%)'.?+*"F'%D("*%"='(/%(*=%='1("#/
- /1-='*1/%1(C'%(*%(.1"@'%)?#'%"*%1B'%#'()*"*+%E)?.'//%
- /1-='*1/%E)'E()'%$?)%'M(D/%(*=%N-"FF'/%

SOURCES