

MASTER NOTEBOOK AND STUDY SYSTEM

This system works because it provides students with:

- A portable filing system and reference source for class work
- A process for organizing and retrieving important information and papers
- Active learning strategies to improve comprehension and long-term retention of information
- An effective method for preparing and studying for tests over an extended time period

PHASE I: Organizing Notebooks and materials

- Working notebook
- Reserve files
- Reference section
- Assignment book

PHASE II: Studying

- Record (using two-column notes)
- Revise and edit notes
- Recite notes
- Reduce to main ideas

PHASE III: Mastering

Apply active learning strategies (turn main ideas into questions and answer, quiz self for details)

Create summaries in own words

Review

THE PROCESS

Daily

1. In class, take a complete set of notes using the two-column format
2. Within 24 hours, revise notes by:
 - Pulling out main ideas, turning them into questions, and writing out answers
 - Highlighting key points and vocabulary
 - Compare notes with partner or teacher to fill in missing gaps
 - Summarize the information in writing
 - Self-quiz

Weekly

1. Organize all class materials from working notebook (notes, handouts, summaries, returned quizzes, etc.) in logical order
2. Create a cover sheet with a list of main ideas covered that week, and a summary of the highlights of what was learned
3. Create flash cards for important details that should be memorized