

# Making Your Own Notes Packet

This method works for Math 116 or virtually any class with a textbook.

## Step One: Glossary of Terms

Skim the chapter for **bold** or underlined words. Write them down as well as their meaning. You don't have to write a term down if you already know its meaning. Some terms (like **Fibonacci Numbers**) are more complicated and deserve to have a section of your notes reserved for them. Make a side note of these and the page they are on so you can get back to them later.

You'll see that most books have a "Key Concepts" or "Vocabulary" section at the end of each chapter listing all the new words for that chapter. Check this to make sure you have all these terms either in your glossary or reserved for later.

Leave space after your glossary for notes you may have later (such as terms mentioned in class) or words you may have missed.

## Step Two: Important Concepts

Skim the chapter again and look for important formulas or concepts. Usually these are highlighted in some way specific to the book. In our *Excursions* book, they are in brown boxes with Green Titles. Go through in order and carefully write down each of these important bits of information, leaving space underneath each of these for notes you may want to write later, either in class or on your own. Remember to add the terms you set aside in the previous step. If there's something you need clarification on, make sure you see your professor or ask about it in class. This has the added bonus of helping you think of useful questions to ask your professor.

## Step Three: Examples

Your third time through the chapter should be a closer reading for comprehension. You may not fully understand yet, and that's okay, notably if the material has not yet been covered in class. In math textbooks especially there will be examples in the text using the new material. You may wish to include some of these in your Notes Packet, writing them out carefully so you understand them now and can understand them later. Again here leave space for notes. It is also a good idea to leave room for additional examples your professor may give in class.

## Step Four: Use it!!

You are now finished making your own notes packet. You may find other things you wish to include, and it's good to customize your own method, as you will be the one using it. Also, in making this packet, you've gone over the material at least 3 times, giving you a good head start to learning the material (and a much better understanding than if the packet had just been handed to you).