

# 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