

How to be a Successful APES Student

Do Assigned Readings

Take Notes During Class

Listen

Study

Do Assigned Reading

Stages of Active Reading:

- 1. Get perspective**
- 2. First Reading**
- 3. Review of First Reading**
- 4. Second Reading**

Do Assigned Reading

1. Get Perspective

- **Review the assignment in the syllabus (1-2 min)**

Maybe you get to skip some sections

- **SURVEY the Chapter (2-5 min)**

Met the big picture, how is the text organized

- **LOOK at pictures & graphs; read captions (2-5min)**
- **NO NOTES** during this phase

Do Assigned Reading

2. First Reading

Main purpose – read & get a good idea of material. What do you understand?

- Look at graphics/tables while you read
- As you read check for understanding
- Take a break if you get tired
- Take organized notes

Do Assigned Reading

3. Review of First Reading

- **Return to what you do not understand or want to reinforce**
- **Mark or highlight** what you think is **important**.
Develop a system (“D” for definition, “A” for argument, “?” for confused)
- Find **vocabulary** you **do not know**
- **Summarize or draw pictures** of concepts learned

Do Assigned Reading

4. Second Reading

- **Reread** material you **did not understand**
- If you continue to have trouble, **seek out tutorials or videos**

WHAT Notes Should You Take While Reading?

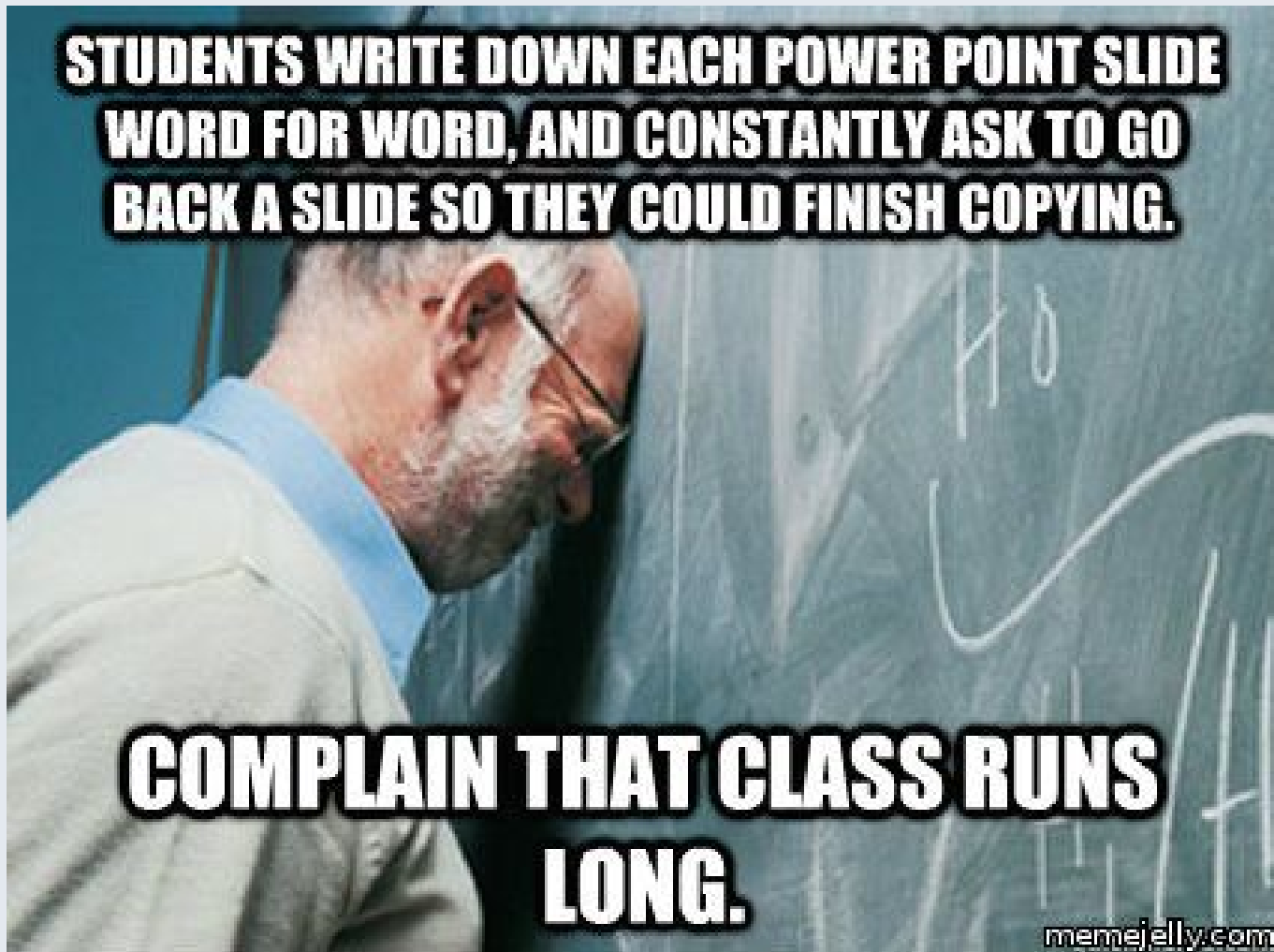
- **Big ideas:** what main ideas are reflected in the introduction, conclusion, abstract, and section titles? Be sure to record all relevant details of the big ideas in the text as you read the entire piece.
- **Follow visual cues:** main ideas will often be bolded, italicized, bulleted, set in different font sizes, color, and/or spacing. Additionally, illustrations, figures, tables, charts, diagrams, and the corresponding captions elaborate on key ideas. Use these to determine the significance of concepts, and to take notes accordingly.
- **What's repeated:** concepts, formulas, facts, and processes mentioned more than once in the piece are likely significant.

HOW Should You Take Notes

Your optimal style may include the following:

- **Dating** your notes, and provide a heading that describes the piece's overall content.
- **Numbering** the pages of your notes.
- **Paraphrasing** instead of writing verbatim - writing in your own words, except for formulas, definitions, and specific facts (i.e. involving dates), which should be recorded exactly as in the text.
- Using consistent **abbreviations** and **symbols**.
- Developing an ideal **organizational format**, like an outline, map, table, or notecards, depending on content.
- **Leaving room** in the margins for additional thoughts or questions.
- **Typing** your notes, which can be used for exam-studying, once you have clarified any ambiguities.

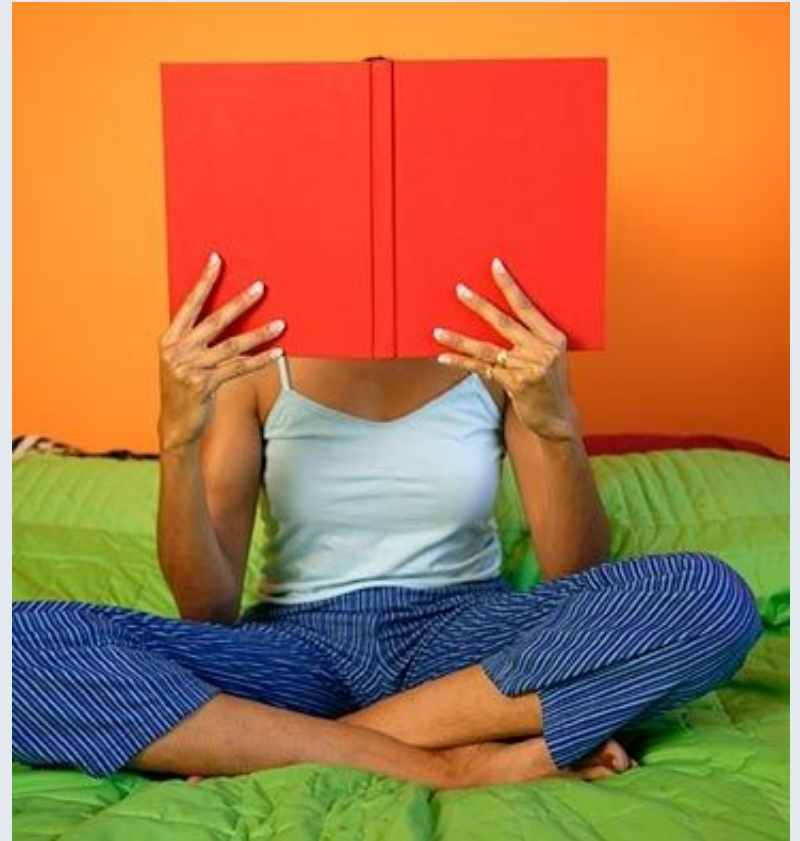
How to Take Notes During Class



How to Take Notes During Class

1. Come Prepared

- Complete assigned reading.
- **Review** assigned reading **before class**



How to Take Notes During Class

2. During Class

- **Listen** carefully
- **Summarize** main points
- Use a **consistent note-taking strategy**
- **ASK QUESTIONS**--be engaged



How to Take Notes During Class

3. Review

- Summarize class each day
- Rewrite notes
- Edit & Organize



Note taking strategies

1. Cornell Notes

Cornell Notes

Name _____
Date _____
Class _____
Period _____

• Main Idea	• Key words & ideas
• Key	• Important dates/people/places
• Question	• Repeated/Stressed Info
(after notes are completed)	• Ideas/brainstorming written on board / overhead projector
	• Info from textbook/stories
	• Diagrams & Pictures
	• Formulas

Summary of your notes in your own words

Note taking strategies

2. Outline format

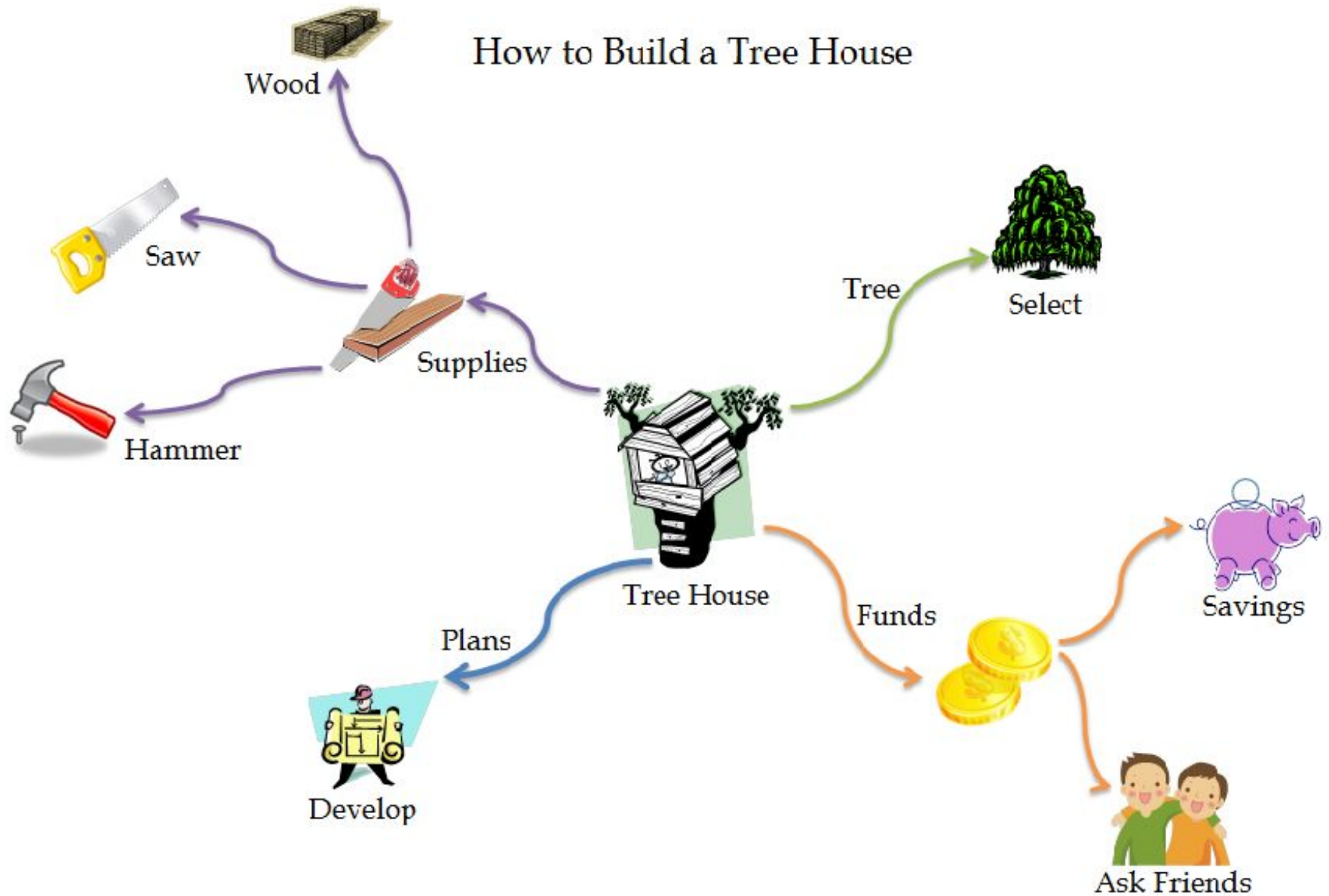
Body Language and Oral Presentations	Traditional Format
I. BODY LANGUAGE (conveys your state of mind)	
A. Movement	
1. Strive for natural movement.	
2. Control distracting mannerisms. (pacing, pen clicking).	
3. Develop natural style	
(a) Move forward to stress points.	
(b) Step back and focus attention on screen.	
4. Hold objects so audience can see them. (Never pass them around)	
5. Avoid excessive and uncontrolled movement.	
B. Facial Expressions	
1. Smile.	
2. Appear relaxed and friendly.	
C. Gestures	
1. Use natural gestures to emphasize what you're saying.	
2. Integrate and coordinate gestures with text.	
3. Examples	
(a) number of fingers = number discussed.	
(b) sizes, shapes - tall, short	
4. Use gestures to help pace yourself.	
5. Use gestures based on audience size.	
D. Posture	
1. Practice good posture.	
2. Don't prop up against wall or desk.	
3. Don't sit unless it's part of presentation.	

Note taking strategies

Color Coding



How to Build a Tree House



Note taking strategies

REST – Record, Edit, Synthesize, Think

Notes From Text (p. 3 – 10)	Notes from Class
Summary	

Note Taking Strategies

Draw



How To Be a Successful Student?

LISTEN

Lead

Ideas

Summarize

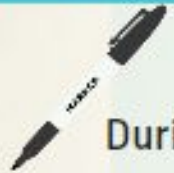
Talk

End

Notes



5 Rs of Note Taking



Record

During the lecture, record meaningful facts and ideas



Reduce

As soon as possible after class, summarize these ideas



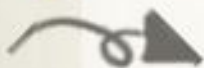
Recite

Cover the Main Note Area and using only the Key Words or Summary recall as much of the information as you can.



Reflect

Thinking about the information will give you the opportunity to make connections that are not easy to see in the beginning.



Review

10 minutes after every class and reviewing notes, will help you retain most of what you have learned and prevent the need for "all-nighters"

How to Study for Tests

- **Active vs. Passive studying** – use your senses
- Textbook **practice** problems
- **Online quizzes**
- **Teach** a sibling, parent, or even your pet
- **Synthesize notes AGAIN**

How to be successful

1. Figure out what works for you
2. Make a plan
3. Stick to your plan

Complete assigned reading **ON TIME!**

YOU SHOULD BE WORKING ON APES 30 minutes
EVERYDAY!