

Notetaking in the 2x4 Method

Introduction

2x4 Method has advantages over other methods

- Very flexible—Take notes from lecture or text.
- Efficient—Encourages organization and looking for main ideas.
- Learning—Helps short and long term memories.
- Studying—Easy to use for text review and study.

Preparation

Preparation is simple

- Loose-leaf notebooks (3-ring binders) are best.
 - Can remove or insert pages/handouts later
 - Room for diagrams and examples
- Always title and date notes
- Draw vertical line about 2½" from left margin.

Taking Notes

During lecture or while reading:

- All notes go on right side
 - Use shortest form possible
 - key words
 - abbreviations
 - in texts, use asterisks, ?, circles, & margin notes
 - Use complete thoughts but not always sentences
- Capture the main ideas
 - Skip lines between main ideas
 - Indent supporting ideas and details
 - If lecture goes too quickly, leave space under main idea to fill in later.
 - Watch for teacher cues:
 - repetition
 - absolutes
 - foreshadowing
 - changes in volume or tempo
 - long pauses
 - writing on board
 - movements
 - Write brief summary at bottom of page.
 - Do this after the lecture, when reviewing notes.

After Lecture/ Reading

Do not think that once you have the notes, your work is over.

- Review three times a day.
 - three minutes after class before you go home
 - five minutes in the evening before bedtime
 - one-two minutes before class the next day
- In the recall column, jot down key words or phrases that will trigger recall of points.
 - Key words to summarize main ideas
 - Predict test questions.
 - Use diagrams
 - Any combination of the above.

To Study

When studying for a test:

- Cover Notetaking Column
- Use clues from Recall Column to remember notes.
- Use Recall Column as a study guide

Final Note

At school, the library, or a bookstore, examine books on study skills, which discuss notetaking. This may assist you in developing a method that fits you best. At some point you should establish a system with which you are comfortable and one you can use consistently.