



Quiz Notes

Adapted from the Cornell Note Taking Format*

 	Question Column: <i>After class, write questions for important topics in your notes</i> <i>Fold paper so notes are covered</i> <i>Quiz yourself!</i>	Notes on Taking Notes, 11/07/06 There are several types of note taking methods: <ul style="list-style-type: none">• Running Text• Formal Outline• Semi-outline• Free Form• diagramming
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*Developed by Dr. Karen Agee, University of Northern Iowa

Quiz Notes:

Directions:

1. Make sure you have enough pages "lined" before class. You may draw the line with pen or with marker. Some folks are strongly affected by colors: use a color that pleases you. Also, before the lecture begins, label and date your notes. If you use a spiral notebook, don't divide the page: just use one page for notes and save the other (facing) page for your "quiz" questions later.
2. As soon as you know the topic of the lecture, title your notes.
3. Take your notes to the right of the vertical line, if you're using the divided-page method. Use outline form, semi-outline form, freeform, diagramming, or whatever style of notes seems appropriate for the content and the lecturer's style. Use abbreviations, underline main ideas, note examples and possible test questions as you go along
4. Leave enough room between major ideas that you can add material later, if necessary. Also note other students' questions and the lecturer's answers; you may want to set these off in brackets, or devise your own system of codes for questions, examples, and so on.
5. Write on one side (face) of the paper only. Do not write on the back of the page. This is important for implementing our study and review system.
6. Sometime within a few hours -- right after class if possible -- look through your notes to "clean up" and clarify. If you're not sure you'll remember what certain abbreviations mean, put a "key" on a corner of your notes. Now consider your notes and write questions in broad left margin of the page--questions for which the right-hand information is the answer. Some questions will be major (What are the three kinds of religious experience? How does demand influence supply?), while others will be more detailed (What is a temporizer?), depending upon whether the notes you have taken deal with major concepts, definitions and details, or both. Once again, your lecture notes are not complete until you have actually written these questions.
7. Now fold the page over to cover the lecture notes, revealing only the questions, and quiz yourself by asking the questions and reciting (aloud) the answers. If you have to peek at the answers, do them again.
8. Use these notes to preview for the next lecture. Quiz yourself until you are familiar with the answers. Then put them away for a week, and quiz yourself on an entire week's notes.
9. To prepare for an examination, review all your notes by laying them out on floor, bed, or table, with only the questions showing. (Now you know why we mustn't write on the back of a page.) Up to now you have been asking yourself the questions in order; mix them up this time. Use a pen or marker to check off those questions to which you really know the answers. When you can answer all questions, put them away. (This procedure should take no more than 15-20 minutes, if you have been reviewing your notes regularly.) The next day, lay the notes out again in the same way, and check off correctly-answered questions with a different color of ink. Repeat until you are comfortable with all the questions and answers.

(From Effective Study Strategies Class, University of Northern Iowa, Author, Dr. Karen Agee)