Question in the Margin System

Taking Notes from Lectures
Processing Information
Making It Personal
Before Class

Complete all assigned reading and homework
Review notes from last class period
Prepare paper for note taking.
Preparing loose leaf notebook paper for Question in the Margin Notes

2.5"          6"

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When you arrive at class

Get Paper and Pen Ready

Label page with date, course, and page #

• Note: Use a pen for taking notes.

Pencils will fade, and you may not be able to read them later.
On the right--wide side of your paper, write main points you need to remember in as few words as possible (Don't limit your note taking to formal lectures. Write down notes for everything you may need to know later.)

Write clearly enough so that you are able to easily read it later.

Leave enough space to add information later without rewriting notes or to fill in things you may have missed.
Which Memory Principles?

Preparing and RECORD

Interest
Intent to Remember
Basic Background
Selectivity
Meaningful Organization

Visualization
Recitation
Association
Consolidation
Distributed Practice

Choose which of the memory principles are used in this step. Explain how.
As soon as possible after class
Play jeopardy with your notes.

- Read over notes and determine a question you can ask about each section of your notes to label its content.

Write the question in the margin (the 2.5 in column).
Which Memory Principles?

Question

Interest
Intent to Remember
Basic Background
Selectivity
Meaningful Organization

Visualization
Recitation
Association
Consolidation
Distributed Practice

Choose which of the memory principles are used in this step. Explain how.
Recite

Cover your notes

Ask yourself the question you have written in the question column.

Answer the question in your own words--out loud.

Check for accuracy--repeat if necessary
Which Memory Principles?

**RECITE**

Interest
Intent to Remember
Basic Background
Selectivity
Meaningful Organization

Visualization
Recitation
Association
Consolidation
Distributed Practice

Choose which of the memory principles are used in this step. Explain how.
Think about notes—make them personal—make connections—make them relevant to you.

Can you think of examples from your own experience to reinforce the main point?
Can you make it concrete by making an analogy (this is like...)?
Can you visualize the information in some way?
Did you agree with the information?
How could you use that information?

Write comments, illustrations, and questions into your notes.
REFLECT

Choose which of the memory principles are used in this step. Explain how.
Review

Before you put your notes away:
Go back over what you recited and reflected
Review the material before the next class
Review it again within a week

This should fix it in long term memory

What are some ways to review?
Which Memory Principles?

**REVIEW**

- Interest
- Intent to Remember
- Basic Background
- Selectivity
- Meaningful Organization
- Visualization
- Recitation
- Association
- Consolidation
- Distributed Practice

Choose which of the memory principles are used in this step. Explain how.
Summarize

At the end of each section or each day’s notes
Pull together the main ideas into a simple summary statement at bottom of notes page

or

Summarize by making a chart, flash cards, map, timeline, PowerPoint presentation, etc
Choose which of the memory principles are used in this step. Explain how.
The steps of the Question in the margin system can be divided into 3 stages according to what we know about processing information into long term memory.

**Gathering** Information (Input)

**Processing** the information we gathered

**Making It Your Personal Knowledge**

**Activating** that information from long term memory

**Using It as Personal Knowledge**
Gathering
Information from Lectures

When you listen carefully and write down important information like text messaging from the lecture, you are gathering information that you will later process into long-term-memory.

Record
Processing into Long-term Memory

You begin to process when you determine the main ideas in your notes and label them with a question. Further processing takes place when you recite. When you reflect, you process the information deeper into your l-t-m by analyzing information, relating it to what you already know, and trying to find if it has relevance and meaning for you.
Activate

You activate information from your long-term-memory to make sure you can find and use it when you need it. You activate when you

- Review
- Summarize
**Review**

* First, when you finish going over your notes
* Next, within 24 hours.
* Again, within a week.
* Finally, before a test.
Summarize

When you are able to bring together main ideas from a lecture, you know that you understand it. It becomes your personal knowledge.
You can both **Review** and **Summarize** using the following strategies

* Writing Summary Sheets
* Making Flashcards
* Reciting again
* Developing Mnemonics
* Making Practice Tests
* Mapping
* Teaching it to Someone
* Making PowerPoint Presentations