

Notetaking on Index Cards

CATEGORY CARDS give the category of information on the front and the list of items in the category on the back.



SQ4R	1. Survey 2. Question 3. Read 4. Record 5. Recite 6. Review
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DEFINITION CARDS give the vocabulary term on the front and a complete definition with additional details on the back.



Surveying	Surveying is the process of skimming or previewing material before you read. —Textbooks—Chapters —Articles It creates a "big picture."
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STUDY QUESTION CARDS pose a study question on the front and the answer on the back.



Why is reciting important?	Reciting makes you explain information clearly in your own words. It also: *provides feedback *activates auditory channel *involves active learning *helps memory
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WAYS TO USE YOUR INDEX CARDS

1. **Self-quizzing:** Look at the front, recite the information on the back without looking, and then check your accuracy and get feedback by looking at the back.
2. **Self-quizzing:** Reverse the above process. Start from the back. State and write the information on the front. Check your accuracy.
3. **Partner quizzing:** Give your cards to a study partner (or someone not enrolled in the course). Have your partner quiz you and check your accuracy.
4. **Reflecting:** Shuffle all your cards. Reorganize them into related categories. Select one category of cards; use all the cards in a verbal or written summary that shows the relationship of all the cards in the category. Use your cards to create other kinds of study or review activities.

Recognizing And Mapping Organizational Patterns

These six organizational patterns can help you follow the author's thinking and the purpose of each paragraph. (See the following chart.) It is important to realize, however, that one paragraph may use more than one organizational pattern. For example, a definition paragraph may use examples to help explain the definition; a cause/effect paragraph may also use chronological order. If you are able to identify more than one pattern working, you are reading carefully.

Summary Chart for Organizational Patterns

Pattern	Purpose Is to Show:	Clue Words
<i>Chronological</i>	logical time sequence	when, then, before, next, after, first, second, finally, while, since, until
<i>Comparison</i>	likenesses or differences	also, and, similarly, likewise, but, in contrast, on the other hand, however, although, while
<i>Contrast</i>	differences	but, in contrast, on the other hand, however, although, while, yet, whereas, nevertheless
<i>Definition</i>	the meaning of course-specific words (terminology)	mean, is, can be considered, is defined as
<i>Examples</i>	examples that clarify an idea, term, or theory	for example, another example, an illustration of this, similarly
<i>Cause/Effect</i>	relationship between two items that have a cause and an outcome/effect	because, since, so, so that, therefore, caused by, result in, consequently, as a result