

Notetaking from Textbooks: How Authors Point out Important Ideas

Every text author intentionally provides clues to important ideas and details that explain these main ideas. As you become aware of these clues, they will help you determine what to include in your notes.

Below is a list of common ways authors indicate main ideas and related details in textbooks. Use this list to decode each of your textbooks to what is important to write down and learn. Place an **X** in the box as you observe these clues to main ideas in each textbook.

Class _____ **Chapter** _____

<input type="checkbox"/>	Chapter titles
<input type="checkbox"/>	Chapter objectives or what you are expected to learn statements
<input type="checkbox"/>	Headings
<input type="checkbox"/>	Sub-headings
<input type="checkbox"/>	Words in Bold Print
<input type="checkbox"/>	Words in <i>Italics</i>
<input type="checkbox"/>	Numbered lists
<input type="checkbox"/>	Lettered items
<input type="checkbox"/>	Chapter outlines
<input type="checkbox"/>	Summaries
<input type="checkbox"/>	End-of-chapter questions
<input type="checkbox"/>	End-of-chapter list of important terms
<input type="checkbox"/>	Pictures, charts, graphs, drawings
<input type="checkbox"/>	Colored or highlighted material
<input type="checkbox"/>	Exercises
<input type="checkbox"/>	Presents details in the form of steps, stages, phases
<input type="checkbox"/>	Compares or contrasts ideas or events
<input type="checkbox"/>	Marginal notes or questions
<input type="checkbox"/>	Other:
<input type="checkbox"/>	Other: