

TWO COLUMN (SPLIT PAGE) NOTE-TAKING*

- Two-Column Notes are a terrific way to create organized notes that can be used as a study tool later.
- This type of note taking can be used both when reading textbooks and when taking notes from a lecture on any subject.

TO CREATE NOTES:

1. Fold each piece of notebook paper so the right edge is lined up with the left lined margin. This leaves a smaller side on the left and more room for notes and sketches on the right.
2. Key ideas are written on the left of the margin with explanations written on the right.
3. Once the notes have been written, students can fold the right side of the paper back over to the left margin, leaving only the key words on the left exposed.
4. Students can then study for tests alone, defining the terms and then lifting the right side of the page to check their answers.

Hints for Two-Column Notes

- Include your name, the class, the title of the reading material and the date
- List questions on the left
- Create questions from main ideas, bold words, important captions, people and places
- List answers on the right in words and phrases. Do not use complete sentences.. Use your own words
- Leave plenty of extra space for later additions
- Use abbreviations when appropriate
- Make notes neat and complete

Kinds of statements and questions in the right margin.

- Question: What are you confused about?
- What do you want to know more about?
- Is there something not included in the textbook?
- Connect: I learned this fact from the movie/book/class _____
- I have visited _____. This reminds me of.....
- Visual: Create an original visual to remind you of the information (graphic organizer, graph, picture, map, sketch, diagram). This only needs to make sense to you...It is to help you remember the information.
- Reaction: Your reaction to the information
- Highlight: What struck you as the most important points?

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Example of two-column notes

10/23/01	Title: Maps
a map	<ul style="list-style-type: none">• - picture of an area<ul style="list-style-type: none">○ - shows where things are located○ - uses special marks and symbols• - design depends on purpose
political map	<ul style="list-style-type: none">• shows earth divided into countries, states<ul style="list-style-type: none">○ indicates capitals and major cities• uses different sizes of type for rivers, lakes, cities, etc.

*Adapted from Steele, K. <http://litsite.alaska.edu/workbooks/readingstrategies.html>