

Reading text or Listening during Lecture	Summarize	Annotate
If something is not clear, put a ? Or ask instructor to repeat.	If you take notes word for word, make sure you put them in your own words.	If you highlight, make a note (Annotating) Do not highlight everything, just the main ideas or vocabulary and annotate immediately.
Use sticky pads or notebook paper or ask for a copy of the presentation.	Your words will help you understand facts, key points, terms, concepts, and instructions.	Underline, highlight or dash main ideas, key concepts,
Ask clarifying questions before, during, or after class about unclear information.	Follow up with your own examples to help you memorize material.	Jot down directions, examples, diagrams, equations, fractions, and more importantly, your reactions.
Ask the instructor if you can record the lecture or if on Zoom, ask if the Zoom will be recorded.	Complex or excessive amounts of text.	Forces you to engage with what you are reading to turn passive reading into active reading.
Make sure you understand the text or material. Scan and read headlines, map out what happens in the text, and listen intentionally.	Putting information in your own words helps you recall and remember important information.	Comment on what is happening in the text, map out what is happening (plot summary), identify and write out connections, characters, and events.