

Guidelines for Note-taking from the Brinkley textbook

The assigned readings and the notes you take from those readings will provide you with the essential background information you will need to participate fully in class activities. Thus, they provide an important basis for your understanding, and you will need to do your best to read thoughtfully and critically.

In order to get the full point value (typically 5 points, unless otherwise noted) of each assignment, please do the following:

- For each 5 pages of reading, please take 1 (single-sided) page of handwritten notes. You may take a bit more if that's helpful to you, but not to the point where you're transcribing the book.
- Please be sure these notes are neat and legible
- Please include all chapter and section headings for organizational purposes and make sure they are clear and distinct from the body of your notes. (Consider underlining or using a different color pen).
- Include all of the key terms that are written in small script throughout the text and separated from it. Be sure to make note of any other key terms as well - these will not be in bold font, but will usually be proper nouns or words with which you're not familiar (e.g. *mercantilism*)
- Don't ignore the pictures; you don't need to necessarily take notes on them or their captions, but you do want to look at them, read their captions and think about how they relate to the text in that section and why the author chose them.
- Most importantly, you should be paraphrasing and putting the ideas in your own words, with perhaps the exception of specific definitions. That's how you'll learn and remember the material.

As a general rule, you do not need to take notes on the colored side sections ("where historians disagree," "America in the world," etc.) unless I specifically tell you to. It doesn't hurt to read them, though, they are just not essential for our purposes.