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Introduction

This book was written to help you learn how to take notes. There is no single way to take notes. People write notes in many different ways. The important thing is that your notes are clear and useful to you.

The trick to note-taking is being able to read, see, or hear something and then picking out exactly what you need to remember. The rest of the job is making sure that you have written the information down clearly and in a useful order.

You will be doing most of your work right in this book. Some exercises take you out of the classroom. Discuss these exercises with your teacher before you begin them.

When you complete an exercise, you can check your answers in the answer key in the back of the book. Sometimes there is no one right answer. When more than one answer is possible, the answer key gives you a general idea of what the answer should be.

Lesson One

Lists, Lists

Notes can be very short. They often do not need to be written in the form of a sentence. Usually, a well-chosen word or phrase will do.

One very simple way to take notes is to make a list. First, you need to know what it is you want to find out. Then, you pick out just the information you need and list it.



Read the following descriptions of paint colors. Then make a list of the names of all the paints that are green.

Paints

Lipstick - a bright, glossy red that adds color to any room

Pacific Pine - a deep, restful, bluish green; ideal for floors and ceilings

Periwinkle - a pale violet blue that goes well with pinks and purples

Pistachio - a pale green with a yellow tone

Hunter's Choice - a deep, rich, pure green that provides a perfect background for light wood furniture

Sunrise - a sunny orange with a bright glow that livens a young child's room

Autumn Treat - a rich red-brown that brings memories of the beauty of fall

Italian Olive - a quiet, earthy green, mixed with hints of brown and yellow

Green Paints

B Supermarkets often advertise special low prices on the items they sell. Read the supermarket specials described below. Then list all the items that you might need in order to make a meal.

You will need to know

1. the name of the item
2. the price
3. how much you get for that price

Fantastic Bargain!!
No Ruf
DISHWASHING LIQUID
 12 oz bottle
89¢

Once-in-a-Lifetime Treat!!
Healthy Harry's
CARROTS
 3 bags
99¢

Yum!! Delicious!!
Uncle Pete's
All-Natural ICE CREAM
 24 Flavors
\$1.24 pt

Cleaner Than Clean!!
Wave
LAUNDRY DETERGENT
 Jumbo Size Box
\$3.29

Great Savings!!
Mama Mozzarella's
Super Rich TOMATO SAUCE
 8 oz can
50¢

Enjoy Spring All Year Round!!
Zap
AIR FRESHENER
 Ten Fragrances
 Giant Size Cans
79¢

Scrumptious!!
Cut-Up Frying
CHICKEN
79¢ lb

Crisp and Delicious!!
Jolly Jean
FROZEN BEANS
69¢ pkg.

New!! A Must!!
No Sno
DANDRUFF SHAMPOO
 6 oz tube
\$1.49

Try 'em!!
Mild Golden
ONIONS
 2 lb bag
52¢

Nongreasy and Golden!!
Low Cal
COOKING OIL
 11 oz bottle
89¢

Fresh and Nourishing!!
Moo Farms
MILK
\$1.89 gal

List of Items Needed for a Meal

Item	Price	Amount you get for that price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Lesson Two

Lists, Lists

- A** Read the following recipe for a sandwich. Then make a list of all the foods you will need to buy in order to make the sandwich.

Slice and toast:
2 pieces of rye bread

Place on them:
slices of boiled ham
lettuce leaves
thinly sliced tomatoes

Decorate the sandwich with:
slices of hard-boiled egg
sprigs of parsley

Serve with:
horseradish dressing

- B** Here is the recipe written in note form. The extra details are left out and only the information that you need to know is included.

Slice and toast bread
Place on ham, lettuce, tomatoes
Decorate with egg, parsley
Serve with horseradish dressing

Compare this recipe to the recipe in part A. Why do you think some words were left out?



Write the following recipe in note form. Keep your notes short and clear.

Heat up your broiler.

Spread some slices of cooked meat with your favorite prepared mustard or ketchup.

Roll the slices of meat in well-buttered bread crumbs.

Place the slices of meat under the broiler and broil them until they are brown.

Serve this meat with brown sauce.
