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information to review later note taking can also help you stay more focused on effective reading and notetaking openstax Nov 23 2023 2 time yourself reading that material for exactly 5 minutes and note how much reading you accomplished in those 5 minutes 3 multiply the amount of reading you accomplished in 5 minutes by 12 to determine your average reading pace per hour 4 when you receive a reading assignment or identify a block of text to study apply the rate to

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introduction use an efficient approach active reading how to take notes critically processing what you read coping with difficult content taking notes is a skill that you develop with practice there is no right or wrong way

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you've identified why you're taking notes and what you need to take notes of think about what tool would best help you achieve your purpose

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think about how you take notes during class do you use a specific system do you feel that system is working for you what could be improved how might taking notes during a lecture section or seminar be different online versus in the classroom adjust how you take notes during synchronous vs asynchronous learning slightly

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