

Two-Column Study Guides

1. After you have skimmed the book and are serious and ready to read one of the chapters, go to the **end of the chapter**. The summaries, questions, and activities at the end of the chapter will help you in two ways. First, organizing the information at the end of the chapter will give you time to review what you already know about the topics presented in the chapter. Second, as you work with the information, you will establish a purpose for reading. The summary, list of terms, or questions presented by the author give you key points in the chapter.
 - Organize the information at the end of the chapter by using two-column notes. Start with any summary or list of facts. Include vocabulary, questions, challenge sections, or research ideas. Make two-column notes of the questions or review items. This helps establish a purpose for reading. Organizing all of this information will help you create a study guide.
 - Fill in all of the empty spaces on this study guide as you read. The study guide will help you focus.
 - Include vocabulary words. The more familiar you are with the vocabulary, the easier it will be to read and remember information.
 - Include any of the special information or extra activities at the end of the chapter. These odd sections often contain important and interesting information. The sections often require synthesis, application, and evaluation.
2. Take two-column notes that use the **picture captions** in the chapter. A good way to preview a chapter is to take notes from each caption. As you look at the pictures and take notes, you learn important terms and get a great overview of the material.
3. Review all **charts, graphs, stories, or experiments** that are included in the chapter. Turn all important items into Two-Column Notes. You'll need all of these when you study for a test. Also, as you look at the graphs and charts, you are learning important information. When you see familiar terms and ideas, you will increase your confidence about the material.

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Two-Column Study Guides *(continued)*

4. Copy all **boldface headings** in the left column of your notes. This is an easy way to work through the chapter. Leave several inches of space between headings. As you read, jot notes on the right-hand side of the paper. Use color and sketches to make the notes more interesting. Indent, use lots of dashes and only words and phrases to separate major details from minor details, and avoid complete sentences.
 - Your notes do not have to be long or detailed. Even if you use dashes and list four or five points per section, you will improve your reading and your comprehension.
 - If you take your notes to class, add the class notes of the teacher's presentation in a different color. This will help you compare your notes to what is being presented in class.
5. Write a summary paragraph for sections that are the most important. When you **summarize**, you are forcing yourself to list key points. This will help you remember.
6. **Use the review questions** supplied at the end of each section. Instead of just hunting for the answers to the review questions, make the questions work for you. Before you read, write these questions in the left column of the two-column notes. As you read, fill in the answers.

As you write the questions and answers, shorten them. Try using phrases to answer the questions instead of writing out complete sentences. These two-column notes—with the questions and answers—make a great study sheet for a chapter test.
7. Turn the chapter into a mini-research project. Rather than taking two-column notes, **take notes on note cards**. Make a Bibliography Note Card using the information from the textbook. Then use the One Idea Note Card approach from Tool 1-21a. Make several note cards from the entire chapter. Study from the note cards for the chapter test.
8. Create a **chapter map**. Chapter maps give you the chance to use your creativity as you read. Your map should have pictures, words, and color to help you remember key concepts and locate main ideas and details. Creating a chapter map forces you to read more carefully. Once you design the map, it will be easier to remember information for tests and class discussion.