

## A Guide for Taking Notes Over Assigned Readings

### Some Things to Keep in Mind While Taking Notes:

Let's start by examining how you take notes over the readings. I suggest you consider what you're choosing to take notes on (iPad or paper). There's a lot of research that has shown the benefits of taking notes by hand over typing them out. This may be something to try out if you aren't currently doing so. With that said, paper and pencil isn't for everyone and there are a handful of studies that have concluded that typing is just as effective if the person is actually thinking about what they're writing rather than simply copying things word for word. This should work if you follow some of the steps listed below. If one method isn't working for you all that well, give the other a shot.

If you are taking notes the old fashioned way (paper and pencil), take notes over reading assignments only on the front side of each sheet of paper of your notebook. The reason you should only take notes over readings on the front side of the paper is so that you can then take notes over the class discussion or any lectures on the back of the pages that relate to the information you wrote on the other side. You could also take notes over videos, PowerPoints, and other materials that you find online on the backside as well.

### Step 1

Write the Chapter number and title at the top of the first page of a new chapter.

### Step 2

Now we begin our outline. You're roman numerals will always be a brief one-line statement of the section (usually this will simply be the red section titles and the blue subsection titles). You should use the nifty outline provided on the first page of each chapter as a guide. You should also include the introduction section of each chapter (title it Introduction or even summarize the information contained in the introduction section)

### Step 3

Indent for each capital letter of information. The information on the capital letters should be a ONE-SENTENCE summary of the main idea of each paragraph in each section as well as any visuals (pictures, maps, charts, etc. with the page number that they can be found on) that are included or referenced in that section. It might be a good idea to underline important key terms as you find them.

### Step 4

If you feel the need to include additional information from a particular paragraph you must then included a minimum of two additional points. These additional points should be indented a bit further and identified by regular numbers. NOTE: If you can't find TWO additional important bits of information, then figure out a way to condense information into the original one sentence summary.

### Step 5

Skip a few lines between each Roman numeral section in the event that you need to go back and add something later. This comes in handy when you compare notes with a peer and they noticed something that you missed.

The next page serves as a sample of what this process might look like based on pages 10-15 of Chapter 1.

## Chapter 1: First Peoples; First Farmers - Beginnings to 4000 BCE

### I. Introduction – Early history of humans

- A. The Hadza tribe of Tanzania has been resisting a sedentary lifestyle based on farming and agriculture for the past 10,000 years.
- B. 95% of our species' existence on this planet, we adapted to varying environments and survived by gathering and hunting
- C. The Neolithic Revolution (AKA Agricultural Revolution) began around 12,000 y.a. in Eurasia, Africa, and the Americas when humans began to deliberately cultivate plants and domesticate animals
- D. The Paleolithic (Old Stone Age) and Neolithic (New Stone Age) Eras are sometimes neglected by historians because people of that time did not keep written records
- E. The first 200,000 years of human existence was significant because it included the initial settlement of our planet, the first human societies, early attempts to understand concepts such as life and death, and the invention of agriculture.
- F. Image on p. 10: Example of Paleolithic art from the San people of Africa showing hunters using bows and arrows to hunt wild animals and a shaman during a trance (examples of gathering and hunting societies and early religions)

### II. The first human migrations out of Africa

- A. Homo sapiens first emerged in Africa around 200,000 to 250,000 y.a. in what scholars refer to as the “human revolution”
- B. Humans began to move into new environments (forests and deserts) as they developed stone tools and weapons, planned settlements around seasonal movement of animals, engaged in trade, and developed rituals that represent social and cultural advancements
- C. Between 10,000 and 60,000 y.a. began migrating out of Africa and into Eurasia, Australia, the Americas, and eventually into the islands of the Pacific
  1. The migrations occurred during the difficult conditions of the last Ice Age (20,000 y.a.)
  2. The Ice Age did allow for land bridges to be exposed due to lower ocean levels
- D. Timeline on p. 13: Over the course of the past 250,000 years Homo sapiens have spread out of Africa and across the planet taking with them their cultures and innovations. Occurring only 1000 y.a., New Zealand was among the last places settled.

### III. Human migration into Eurasia from Africa

- A. Humans migrated first to the Middle East and then around 45,000 y.a. into Europe and Asia
  1. The Ice Age pushed human settlers into southern Europe where they adapted to survive by creating spear throwers and bows and arrows
  2. These early European settlers left behind a record of their existence in the form of hundreds of cave paintings
- B. Early permanent settlements appeared throughout central and eastern Europe as humans began utilizing bones and tusks of mammoths to create shelters and experimented with bone tools, multilayered clothing, nets, baskets, and pottery

### IV. Human migration into Australia from Indonesia