Study notes

Synthetic study handout

Reading method

Read the headings first. Find the main question.

Collect the supporting ideas in your own words.

Step	Action
Read	Find the main question
Note	Write a short summary
Review	Check each claim against the source



Review questions

What does the source actually claim?

Which examples support the claim?

What should be checked before sharing the notes?

Keep a reference to the original document.

Review tables and images after conversion.

Keep the notes package together when importing.