**How to take notes when you read a text, watch a video or listen to a text**

* Write down only keywords (most important: nouns (Substantive), verbs)
* Use symbols: e.g.
* + good
* - bad/not nice
* ☺ nice, funny
* 🡪 a logical conclusion (or one action after another)
* Add more:
* \_\_\_\_\_\_\_
* \_\_\_\_\_\_\_
* \_\_\_\_\_\_\_
* If there is a chronological (time) order: use numbers
* If there are different persons make categories for the persons or make a table (Tabelle)
* Use a ? for things that you don´t understand at first
* Concentrate on the things that you didn´t understand in the second reading, listening, viewing
* If you take notes for a mediation text (a German Text) take notes in English