REAP Note-Taking Method

REAP (Read, Encode, Annotate, Ponder) Note-Taking Method
- Consists of fur stages and provides a framework for re-engaging with a text from multiple vantage points.
- **Reading:** Reading the text provided to identify the ideas expressed by the author.
- **Encoding:** "Encoding" the main ideas identified in the text in your own words.
- **Annotating:** Writing "annotations" of the ideas, quotes, etc., in the text.
- **Pondering:** Reflecting on the content and writing comments or criticisms of the text, and discussing with others.

How to use:
1. **R** - read on your own.
2. **E** – encode the text by putting the gist of what you read in your own words.
3. **A** – annotate the text by writing down the main ideas (notes, significant words, quotes) and the author's message.
4. **P** – ponder what you read by thinking and talking with others in order to make personal connections, develop questions about the topic, and/or connect this reading to other reading you have done.

REAP Note-Taking Examples:

References:

Allen, J. (2004) *Tools for Teaching Content Literacy*. Collier County Public Schools. https://www.collierschools.com/cms/lib/FL01903251/Centricity/Domain/220/Literacy%20Tips/R%20E%20A%20P.pdf

Tamm, S. (2023, January 20). *The 9 Most Effective Note-Taking Methods*. E-student.org. https://e-student.org/note-taking-methods/

Name:	Course:	Date:

Read:

Encode:

Annotate:

Ponder:

Read the text. Jot down the title and author.
Encode the text by putting the main ideas in your own words/language.
Annotate the text by writing a statement that summarizes the important points.
Ponder the text by thinking and talking about what you learned. Ask yourself why the author wrote the text. What do you think the author hope you'll learn?

Name:	Course:	Date:

Triggers: (words, phrases or visual images)	REAP: (writing words or phrases)	Notes: (in-class or textbook)

Relate the material to your own life.

Extend the material outward into the outside world.

Actualize the material. How the material might work in the world.

Profit from the ideas. Consider how society might profit from the ideas.