

## APSU Writing Center REAP Note-Taking Method

### REAP (Read, Encode, Annotate, Ponder) Note-Taking Method







- Consists of four 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:

REAP	
<p style="text-align: center;"><b>R</b></p> <p>Title: The Great Depression</p>	<p style="text-align: center;"><b>E</b></p> <p><i>On margin: borrowing money to buy stock from your broker.</i></p>
<p style="text-align: center;"><b>A</b></p> <p>As long as the value of stock continued to rise, the buyer could sell later, pay back what he borrowed, and make a profit. *Some investor started to sell stock in September in fear the boom would end.</p>	<p style="text-align: center;"><b>P</b></p> <p>B.B. - the problem that led to the Great Depression began to give out warning signals in the early 1920's. Question: Did any one think the crisis was temporary?</p>

<i>Original</i>	REAP	3/18/98 p. 2
     	<p>geology class East Africa Rift</p> <p>Footprints my fav poem</p> <p>my cousin Lucy and her family</p> <p>talked about WT17000 in human anatomy class</p> <p>my <i>old</i> uncle George</p> <p>apartheid - history class</p> <p>I drank Tang as a child</p> <p>I love throwing coins in fountains</p> <p>talked about in geography class</p>	<p><b>AFRICAN AUSTRALOPITHECINES</b></p> <p><b>A. Eastern Africa</b></p> <ol style="list-style-type: none"> <li>1. Laetoli, Tanzania - 3.5 my old footprints of 2-3 individuals; oldest evidence of bipedalism</li> <li>2. Hadar, Ethiopia               <ol style="list-style-type: none"> <li>a. Lucy - 3.0 my old, 40% complete, <i>A. africanus</i></li> <li>b. Hadar "family" - 3.0-3.5 my old, 13 individuals, <i>A. africanus</i></li> </ol> </li> <li>3. Lake Turkana, Ethiopia -               <ol style="list-style-type: none"> <li>a. WT-17000 "black skull" 2.5 my old, btwn gracile and robust forms, <i>A. aethiopicus</i></li> </ol> </li> <li>4. Olduvai Gorge - "Zinj" <i>A. boisei</i></li> </ol> <p><b>B. South Africa</b></p> <ol style="list-style-type: none"> <li>1. Taung - Taung child, <i>A. africanus</i></li> <li>2. Sterkfontein -               <ol style="list-style-type: none"> <li>a. Sts 5 - <i>A. africanus</i></li> <li>b. <i>A. robustus</i></li> </ol> </li> <li>3. Makapansgat - <i>A. africanus</i></li> </ol>

#### 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.