

# Be AGILE Strategy: T-Notes

In courses that rely upon equations or step-by-step processes (such as Math and Chemistry), it is important to capture the sample problems along with verbal explanations of each step. **T-Notes\*** offer an effective way to document problem-based examples, with a verbal explanation in your own words on one side, and the corresponding mathematical steps on the other.

To maximize your time inside class, follow the steps outlined below. More detailed information on this and other effective note-taking strategies can be found on our website, [usm.maine.edu/AGILE](http://usm.maine.edu/AGILE).

## How do I use this approach?

1. Divide your paper into sections by drawing a large “T”.
2. Above the T, write the topic of the lecture. Also include your name, the date, and any relevant textbook page numbers on either the left- or right-hand sides.
3. Record the verbal explanation of the problem within the left-hand column.
4. Write the exmple of the problem within the right-hand column.

Name of Lecture or Topic

Name and Page Number

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Rod Hill 2-11

The Quadratic Formula

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$x$ represents the solutions of: $ax^2 + bx + c = 0$	Ex 1: Solve $5x^2 - 8x + 3 = 0$ (Already in stand. form) $a = 5, b = -8, c = 3$
Steps:	Using quad form:
1. First must find standard form of equation	$x = \frac{-(-8) \pm \sqrt{(-8)^2 - (4)(5)(3)}}{2(5)}$
2. Then should try and factor—if it is not possible, then use the quad formula	$x = \frac{8 \pm \sqrt{64 - 60}}{10} = \frac{8 \pm \sqrt{4}}{10}$
3. Determine values for $a, b, c$ and substitute into formula:	$x = \frac{8 \pm 2}{10}$
$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$	$x = \frac{8 \pm 2}{10}$

← Date

← Example Problem

Verbal Explanation of Example Problem

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\*Special thanks to our colleagues at Texas State University's Student Learning Assistance Center for granting permission to adapt their handouts.

Sources: D., Dochen, C. W., & Hodges, R. (2015). Academic transformation: The road to college success (3rd ed.). Boston, MA: Pearson Education. Prepared by Theresa Hoang; Student Learning Assistance Center, Texas State University