

from the standpoint of training. After you leave school, you will not take down notes very often. You will have to list the things your wife wants you to get her in town and you may jot down odds and ends regarding farm work. But there will be times, when you are a delegate at a convention, or when you act as the secretary of a club, or when you take part in the community literary society's debates, that you will need to take notes. For such possibilities a training in the best way to take notes will be worth while.

#### (2) ADOPT A SYSTEM OF NOTE TAKING

When you start your college work, do not allow yourself to drift into a "hit and miss"—chiefly miss—system. If you have no clear ideas on the subject yourself, ask some of the senior students who have been "through the mill" for suggestions. Have a look at what they themselves consider their best notes of previous years. Do not hesitate even to ask your instructors for guidance. They will be glad to advise you.

Fortunately, the loose-leaf system of note books which is in common use now-a-days, facilitates the solution of the problem. It is easy to make the right kind of start with them, or to correct any false starts. Use the loose-leaf system for all your work. Use the same size book throughout, there is even some satisfaction in always using the same kind of paper. A portfolio to hold the loose sheets until such time as you wish to bind them together has been found very satisfactory. It permits one to hold together all related bulletins with the notes.

In recording a lecture, put the date and the name of the lecturer at the top of the page. If the general topic is not announced, leave a space for this, so that you may afterwards have a head-

ing which allows you to see at a glance what matter is dealt with on the page. Indent paragraphs generously. Do not crowd the page. Use drawings and diagrams as frequently as possible. Draw these on the margin, which should be of a fair width. Insert sub-headings for paragraphs where possible, and underscore them so that they may strike the eye readily. The whole aim should be to have on the page a clear cut synopsis of the instructor's lecture. No other matter dealing with another subject should be written on this same sheet. Any space unused may be left for the next lecture by the same lecturer, for writing in matter dealing with the same subject extracted from the prescribed text book or for pasting on printed excerpts taken from bulletins or papers.

When your college career is over, you should have a comprehensive agricultural library of your own making. You may be proud enough of it to have it all permanently bound into volumes that will stand some wear and tear on the shelves of your home library. You will not likely use it as much as you thought you were going to, but you will be proud of it just the same—and your children will be too. You will realize with your maturer years and your busier life that the value of your notes was chiefly in their making and not in having them.

#### (3) LEARN TO SYNOPSIS A TEXT BOOK

In some subjects you will not be dependent on lecturer's notes. There will be a prescribed text book, which contains all the matter for which you are held responsible. The lecturer's course will more or less closely follow the text also. This offers an excellent chance to train yourself to be a careful reader and annotator. Anticipating each