

APSU Writing Center
Boxing Note-Taking Method

Boxing Note-Taking Method

- Uses boxes to visually separate topics on the page.
- Helps students quickly identify key ideas and see how information is organized.
- Especially useful for visual learners.
- Works well for subjects with categories, such as languages, verb tenses, vocabulary, or processes.

How to Use the Boxing Method

- Identify the main topic and subtopics.
- Write the main topic at the top of the page.
- Create a box for each subtopic.
 - List the key points underneath each subtopic.
 - Draw a box around each group of related information.
 - Keep information grouped tightly so the visual layout is clear.
- Adjust box sizes as needed.
 - Boxes can be larger or smaller depending on how much information each section contains.

Example

VERB TENSE A verb tense is made of a time frame and an aspect. The time frame is divided into the past, present, and future. The aspects of verb tenses refer to the verb's state of action, and they are divided into four: simple, progressive, perfect, and present progressive tenses.		
SIMPLE PRESENT I create my writing schedule every week.	SIMPLE PAST She started the book yesterday.	SIMPLE FUTURE She will walk to work tomorrow.
PRESENT CONTINUOUS The lady in red is looking for her shoes.	PAST CONTINUOUS We were clapping until he tripped on the stage.	FUTURE CONTINUOUS She will be having piano lessons tomorrow.
PRESENT PERFECT She has come a long way.	PAST PERFECT Many universities had strengthened their liberal arts programs when the economy declined.	FUTURE PERFECT Mar will have left before you arrive.
PRESENT PERFECT CONTINUOUS We haven't been feeling well lately.	PAST PERFECT CONTINUOUS He had been cooking steak when his wife walked in the kitchen.	FUTURE PERFECT CONTINUOUS I will have been writing a new book for ten months in Fall.



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References

GoodNotes. (2017, October 4). *Alternative note-taking methods explained — “The boxing method”*.

GoodNotes. <https://www.goodnotes.com/blog/boxing-note-taking-method>

Osmond, C. (2023). *Verb Tenses – Uses, Examples & Worksheet*. Grammarist.

<https://grammarist.com/grammar/verb-tenses/>

Tamm, S. (2023, January 20). *The 9 most effective note-taking methods*. E-Student.

<https://e-student.org/note-taking-methods/>

NAME:

COURSE:

DATE:

MAIN TOPIC:

SUB TOPIC:

KEY POINT 1:

KEY POINT 2:

KEY POINT 3:

SUB TOPIC:

KEY POINT 1:

KEY POINT 2:

SUB TOPIC:

KEY POINT 1:

SUB TOPIC:

KEY POINT 1:

KEY POINT 2:

KEY POINT 3:

SUB TOPIC:

KEY POINT 1:

SUB TOPIC:

KEY POINT 1:

KEY POINT 2:

KEY POINT 3:

SUB TOPIC:

KEY POINT 1:

KEY POINT 2:

KEY POINT 3:

KEY POINT 4:

SUB TOPIC:

KEY POINT 1:

BRIEF SUMMARY:

NAME:

COURSE:

DATE: