

**APSU Writing Center**  
REAP Note-Taking Method

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

- A four-stage method that helps you engage with a text from multiple perspectives.
- Encourages active reading and critical thinking.
- Helps summarize and internalize ideas.
- Supports discussion and reflection.

**How to use the REAP Note-Taking Method**

- **R – Read:** Read the text carefully to identify the author’s main ideas.
- **E – Encode:** Put the main ideas into your own words to aid understanding.
- **A – Annotate:** Write down key points, quotes, significant words, and the author’s message.
- **P – Ponder:** Reflect on the content, ask questions, make personal connections, and discuss with others.

**REAP Note-Taking Example:**

**Read**

The American Revolution: An Analysis

The text is about the causes and effects of the American Revolution

**Encode**

**Causes:** taxation without representation, resentment of British control, Enlightenment ideas

**Effects:** independence from British rule, formation of the United States, changes in political power and societal structure

**Annotate**

The colonists felt that the British government was imposing taxes on them without giving them any say in the matter, which was a significant cause of the revolution.

The revolution resulted in the formation of the United States as a sovereign nation and the transfer of power from British rule to the colonists.

**Ponder**

**Question:** How did the events of the American Revolution set the stage for further revolutions and independence movements throughout the world?



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### 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>

Forsberg, M. (2023, January 25) *The REAP Method of Note-Taking: Improving Critical Reading*.

E-Student.org. <https://e-student.org/reap-note-taking-method/>

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?