

## **Boxing Notes**

### **APSU Writing Center Handout**

#### **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.

## **Boxing Example Categories**

### **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.

## References

Good Notes. (2017, October 4). *Alternative note-taking methods explained — “The boxing method”*. Good Notes. <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/>