

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?



APSU Writing Center

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/REAP.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?