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Postupak pri izradi bilješke

❶ **SKRATI** suvišan tekst (ali ne prekratko)!

❷ Koliko možeš budi **UREDAN!**

❸ Osmisli **SVOJE REČENICE** (2 ili 3 rečenice „stopi“ u jednu)!

❹ **STRUKTURIRAJ** tekst (pamćenje)!

❺ Koristi **TISKANA slova** - lijeva kolona, istaknuti dijelovi (pamćenje)!

❻ Koristi **BOJU** (pamćenje)

❼ Koristi **SIMBOLE** ili **SLIKE** (pamćenje)!

❽ **PODCRTAJ** važne dijelove (pamćenje) – bez pretjerivanja!

❾ Koristi **KRATICE** za riječi (pamćenje)

❿ Napravi logične naknadne **ROTACIJE**