



Taking Notes

(and getting the most out of them)



Before class

Complete the assigned reading/ project *before* coming to class.

If available, **print and review PowerPoint slides** *before* coming to class.

Where you sit is important:
Position yourself in the front and center of the classroom.

Review notes from previous class before the instructor begins.

- What were the main points?
- How do the notes connect to today's lecture?

Have the right materials ready before class begins:

- Good pen/ pencil
- Notebook/folder devoted to the subject
- Clean notepaper

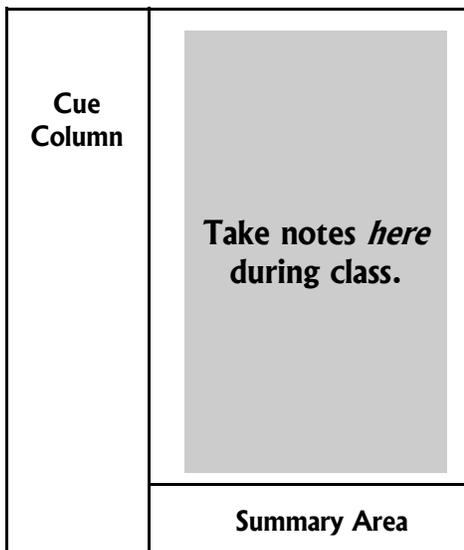
Why Take Notes?

It helps you concentrate in class

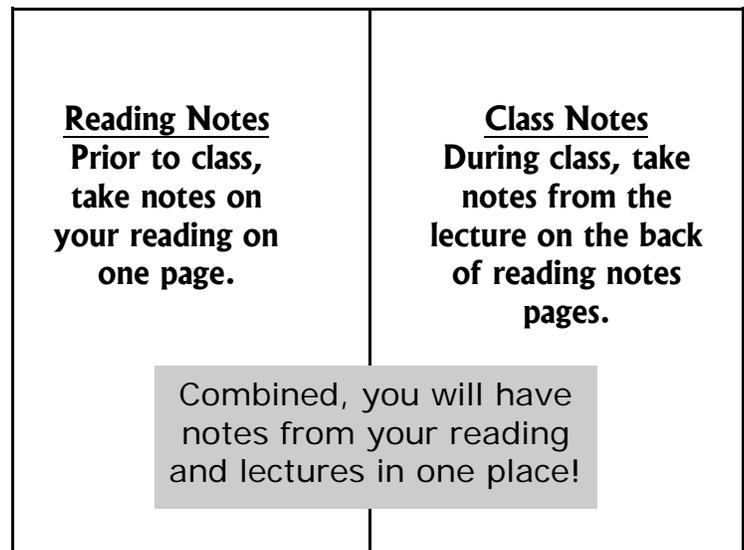
Your notes are often a source of valuable clues for what information the instructor thinks most important
Your notes often contain information that cannot be found elsewhere

Different Notetaking Methods

Cornell Method



Reading & Lecture Notes Together



Cue Column: Questions, Connections, etc.
Summary Area: Condense page to 1-2 sentences

TIP: A professor is about to make a main point when (s)he:

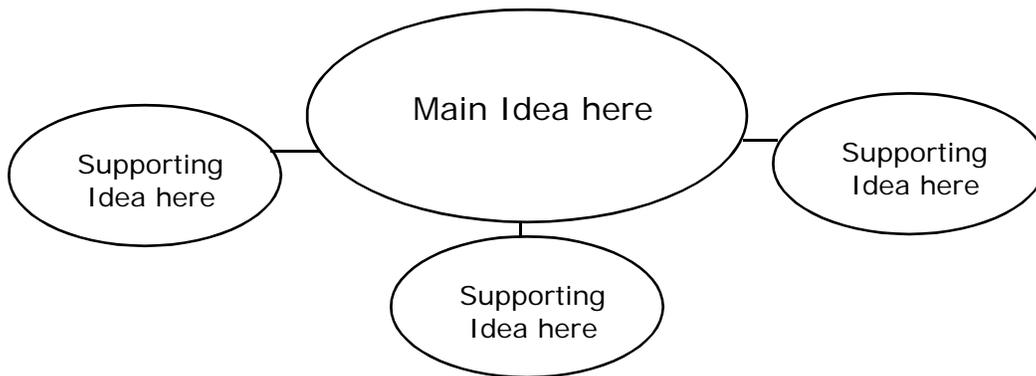
- Pauses before or after an idea
- Uses repetition to emphasize a point
- Uses introductory phrases to precede an important idea
- Writes an idea on the board

Notes are worthless unless you review them!

Review your notes within 24 hours to move the information from short-term memory to long-term memory.

The best time to review is after the class. Take **10 minutes** to glance over your notes and clarify any unclear points, fill in abbreviations, etc.

Create a mind map of your notes



For some students, **recopying** their notes is the best method of review. Try it!

For other students, **typing** their notes works great.

Incorporate PowerPoint slides into your recopied notes.

Once a week, review all of your notes from the entire week. This review should be longer, at least 30 minutes. By doing a **weekly review**, you won't have to spend as much time studying when exams come around.

Other notes on notes:

Label (course title/number/lecture topic) and **date** all of your notes.

Use **standard abbreviations** when taking notes.

For example:
Ex= example
B/c = because
Btw= between
W/ = with

Graphic symbols are also great for notes, such as:

* , (), [], + , = , # , @

Be aware of a wandering mind!

If you notice you are starting to day-dream and are not paying attention to the instructor, refocus. Concentrate on your handwriting. Stretch your legs.

Notetaking is not just a school activity: In the "real world" you'll take notes during meetings and as you work. If you learn how to do it well, you will succeed both in college and in your career!