



MORE NOTE-TAKING

As you get involved with the complexities of note taking, you may tend to forget the simple things that can make life a lot easier. These tips are little hints that we all know but forget sometimes. They can be summarized by four concepts.

✓ **Familiarity increases your ability to pick out key points.**

1. BE ALERT - so you are aware of and prepared for the lecture content and situation.
2. BE ORDERLY - so you can process the lecture now and for review later.
3. BE SYSTEMATIC - so you can establish a habit pattern and won't miss anything important.
4. BE UP TO DATE - so that your well-designed note taking system gets done.

✓ **Below is a list of tips which may help you to be alert, orderly, systematic, and up-to-date.**

1. Attend lectures regularly. Once you miss one, it will be easier to miss more.
2. Use a standard 8.5" x 11" loose-leaf notebook, for continual organization and review.
3. Keep the notes for one class separate from other classes. Even better, keep each class in a separate binder.
4. Write on one side of the paper for easier organization. It's possible to overlook material written on the back of a sheet.
5. Leave your notebook at home and carry with you only enough pages to keep track of the lecture. This way you won't lose your entire set of notes should you misplace your notebook.
6. Don't doodle because it distracts. Keep eye contact when not writing.
7. Make notes as complete as needed and as clear as possible so they can be used meaningfully later.
8. Leave blanks where information is missed or misunderstood. Fill in gaps after lecture or as soon after as possible with the aid of the instructor or classmates.
9. Use symbols such as asterisks for emphasis.
10. Mark or separate assignments given in class in a space apart from the lecture notes.
11. Separate your thoughts from those of the lecture; record your own items after the lecture.
12. Record examples where helpful.
13. Listen especially at the end of the lecture. If the instructor has not paced the lecture well, half of the content may be crammed into the last 5-10 minutes.
14. Get into the five-minute technique and review your notes right after class. At this time you can change, organize, add, delete, summarize, or clarify misunderstandings.
15. Recopying notes by itself is a debatable advantage but the five-minute technique is not debatable. It works!
16. Have study sessions once a week or sign up for study groups through Tutorial Services to learn omissions, clear up misinterpretations and get other students' opinions about interpretations.