



## NOTE-TAKING

A good note-taker uses a systematic approach to taking reviewing notes. This can add to understanding and remembering the content of lectures.

### ✓ **Before the class: Get ready to learn.**

Familiarity increases your ability to pick out key points.

1. Develop a mind-set geared toward listening.
2. Test yourself on the previous lecture while waiting for the next one to begin.
3. Skim relevant reading assignments to acquaint yourself with main ideas, new technical terms, etc.
4. Do what you can to improve physical and mental alertness: fatigue, hunger, time of day, where you sit in the classroom. All of these affect motivation.
5. INTEND TO LISTEN.

### ✓ **During the class: Stay tuned in**

1. Listen for the structure as well as information in the lecture.
2. Look for speakers' visual and postural clues, which indicate what is important.
3. Ask questions or write them down for further clarification when you disagree or are unsure.
4. Leave large empty spaces in your notes for information you have missed.
5. If the instructor talks too fast, focus your attention on key points. Choose what you think is important and DON'T PANIC or tune out.
6. Stay to the end instead of closing your notebook early and getting ready to leave, and listen carefully to information given toward the end of the class; summary statements may highlight the main points.
7. Sit in front of the classroom if you have difficulty concentrating. Maintain eye contact with the instructor when possible.
8. Have a useful system of taking notes. (See the Skills Development instructor or a tutor in the LAC if you need information on various systems.)



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### ✓ **After the class: Review and fill-in**

1. Clear up any questions raised by the lecture by asking the teacher or classmates.
2. Fill in missing points or misunderstood terms from text, classmates, or other sources.
3. Edit your notes, labeling main points, adding recall clues and questions to be answered within 24 hours of class.
4. Highlight key points in the notes with different colors of ink.
5. Note your ideas and reflections, keeping them separate from those of the speaker in margins, on a separate sheet.
6. Form study sessions once or twice a week or sign up for a study group through Tutorial Services to review omissions, clear up misinterpretations, and get other students' opinions and interpretations.

### ✓ **Periodically**

1. Review your notes: glance at your recall clues and see how much you can remember before rereading the notes.
2. Make up and answer possible test questions.