

NOTE TAKING TIPS

Tests usually cover material that the instructor has presented in class. It is, therefore, important to have good classroom notes from which to study.

- ❖ **Be an active listener.** In order to take good notes, you must focus on the speaker and actively listen to what is being said.

- ❖ **Take notes to help you pay attention.** You can think much faster than anyone can talk. This may cause your mind to wander when listening to a lecture. When you take notes, your mind has something additional to do, so you don't have time to think about anything else. Taking notes helps you pay attention and stay focused.

- ❖ **Recognize important information.** You can often hear a change in your instructor's voice when something important is being said. Listen for verbal cues such as "the most significant outcome", "the main point", "the most important reason", or "you'll want to remember this". Anything written on the board or used via other means should be considered important as well. In your notes, underline or put a star beside the most important information. This will bring important information to your attention.

- ❖ **Take notes that are easy to read.** Put the subject of your notes, the name of the class, the date, and the page number at the top of each page of notes. Write on only one side of the paper. Don't worry about grammar or punctuation. Leave extra space between ideas and topics – your notes will be much easier to read and understand. Leave a wide margin on the left side of the paper to jot down any key words that might be helpful for you to remember.

- ❖ **Go over your notes as soon as possible.** While the information is still fresh in your mind, take ten minutes to go over your class notes. Edit and clarify your notes if needed. Editing and reviewing are the most important parts of note taking!

- ❖ **Get lecture notes if you miss a class.** When you miss a class, it's your responsibility to find out what you've missed. Get copies of the class notes as soon as possible and put them in your notebook.

This information was taken from "How to Get Good Grades in College" by Linda O'Brien