

# 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

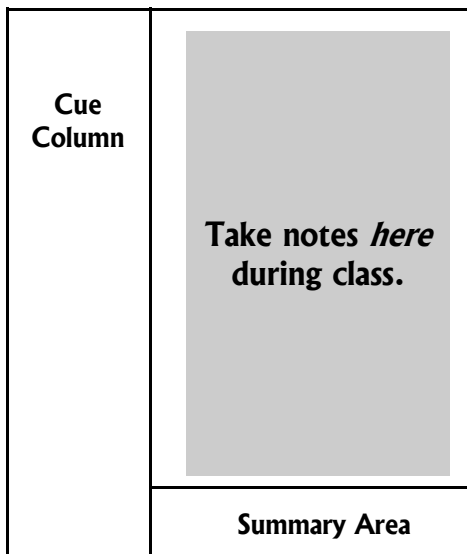
## *Why Take Notes?*

It helps you concentrate in class

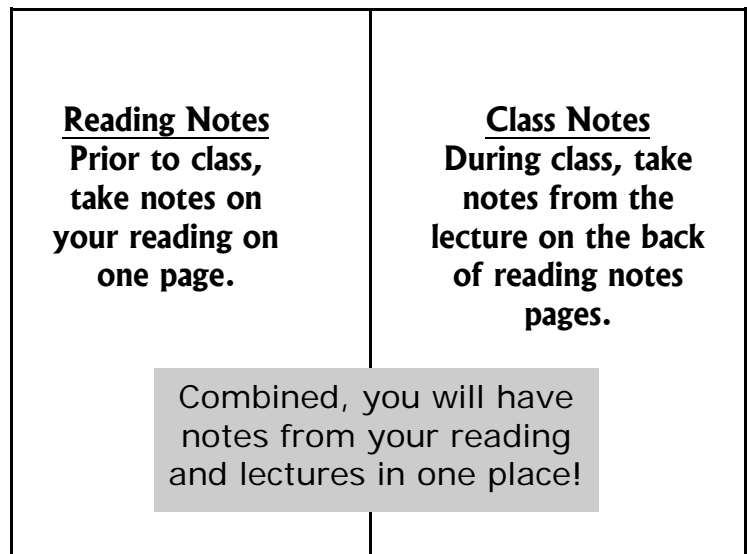
Your notes are often a source of valuable clues for what information the instructor thinks most important  
Your notes often contain information that cannot be found elsewhere

## 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:**

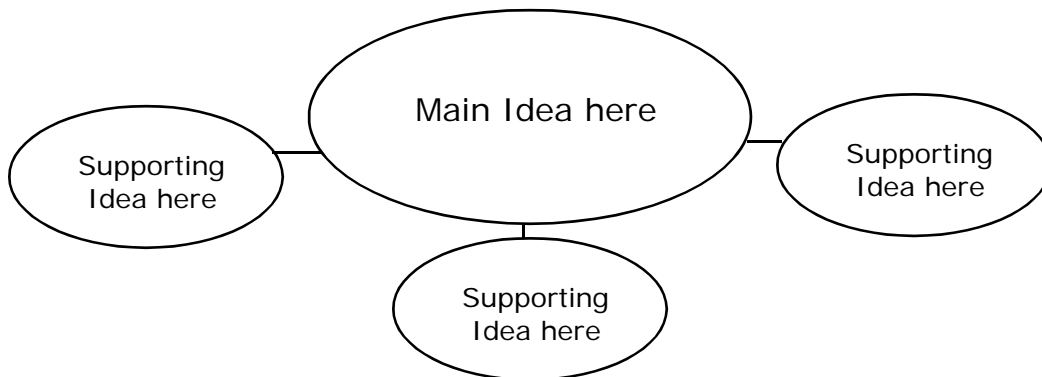
- Pauses before or after an idea
- Uses repetition to emphasize a point
- Uses introductory phrases to precede an important idea
- Writes an idea on the board

## 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!*