

Note-Taking

Taking notes and reviewing them is a great way to make sure you're getting the most out of lecture. By taking high quality notes, you can maximize both your time in lecture and your time studying!

Tips for Good Note-taking

- Put notes in your own words. Instead of copying every word, focus on main ideas, themes, and concepts. Writing only the details will help you remember the main points of the lecture.
- Use consistent, understandable abbreviations when possible.
- Skip lines to indicate transitions from one thought to another.
- Leave noticeable blanks for words, ideas or dates that you did not catch so you can fill it in later.
- Put question marks in the left-hand margin to indicate that you need further clarification on this section. Do some research on your own, contact a classmate or visit office hours!
- Use the left hand margin to annotate you notes with any important information that may help you study later.
- Use the bottom margin to write a summary of each page of notes.
- Review your notes! Fill in any blanks you left and answer any questions you had.

Following these steps will help you store information in your long-term memory and better learn course material. This is a great timesaver when reviewing for quizzes, tests and exams.

Note-Taking Strategies

- Actively listen in lecture.
- Go to class early so you can choose a seat free of distractions and close to the lecturer.
- Review your notes from the last class to prepare for the upcoming lecture. Anticipate themes, concepts, and ideas that the lecturer will present.
- Listen for main ideas and relevant details that support them.
- Pay particular attention when the lecturer is analyzing, synthesizing, or processing information for you. This could occur when they make a list, describe a cause and effect relationship, or spend a lot of time explaining a topic.
- Write down the information the lecturer writes on the board, highlights, or underlines
- Ask questions when you don't understand material!

