**Before class**

|  |  |  |
| --- | --- | --- |
|  | **Taking Notes**  ***(and getting the most out of them)*** |  |

**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

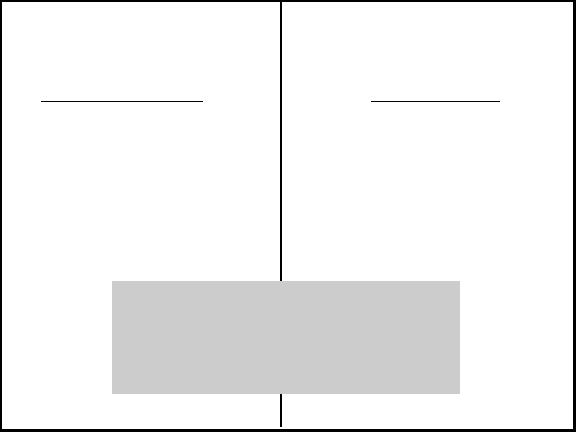
***Why Take Notes?***

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**



**Reading Notes  
Prior to class,  
take notes on  
your reading on  
one page.**

Combined, you will have  
notes from your reading  
and lectures in one place!

**Class Notes  
During class, take  
notes from the  
lecture on the back  
of reading notes  
pages.**

|  |  |
| --- | --- |
| **Cue Column** |  |
|  | **Take notes *here* during class.** |
|  | **Summary Area** |

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:**

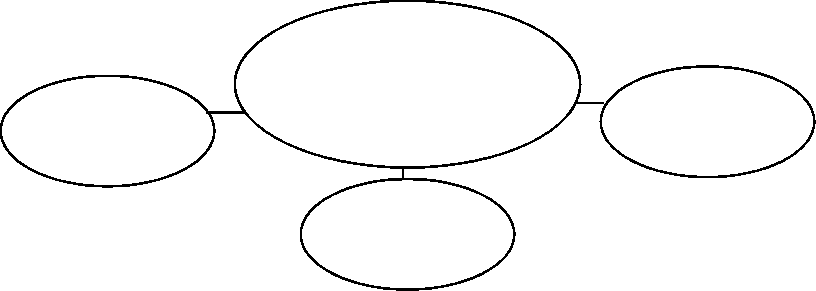
* Pauses before or after an idea
* Uses repetition to emphasize a point
* Uses introductory phrases to precede an important idea
* Writes an idea on the board

**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**



Supporting  
Idea here

Main Idea here

Supporting  
Idea here

Supporting  
Idea here

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 day­dream and are not paying attention to the instructor, refocus. Concentrate on your handwriting. Stretch your legs.