

NOTE TAKING

I. Note Taking: Central to Being a Good Student

- A. Can't remember all information from class
- B. Taking several classes – unconnected subjects
- C. Importance of being organized!
 - 1. Buy notebook and folder for each class
 - 2. If possible, buy matching colors for each class (easier to bring correct notebook to class)

II. What to Write Down: Be an ACTIVE Student

- A. Understand themes of the course and how professor is organizing information
 - 1. Predict topics of lecture before class begins (pay attention to syllabus)
 - 2. Read notes after each class and get any missing information
 - a. Are notes legible?
 - b. Do they make sense?
 - c. Are there any gaps?
 - 3. Read entire notebook once a week
 - a. Establish regular study schedule for reviewing notes
 - b. Helps to prepare for exams
 - c. Makes picture of class information by connecting themes
- B. Learn how to evaluating information
 - 1. Decide what is important and needs to be written down
 - a. Better to write too much than not enough
 - b. If it's on the board, it's important (but don't limit notes to information on the board)
 - c. Pay attention to body language – professors signal important information (voice emphasis, repetition, hand movements, numbers, raised eyebrows, etc.)
 - d. use note taking skills to speed recording of information