

# Taking Notes

Name:

Date:

Task:

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Lectures tend to be popular teaching strategies because they are the quickest way to disseminate information. These presentations can be as exciting, or as boring, as the person conducting the class. Regardless of how bored you might be, you must be mentally and physically prepared to concentrate and attend to the content. Engaging in this activity requires active listening, mental processing, and manual recording, all of which stimulate the mind and reinforce memory. In fact, taking notes can actually help you focus on the teaching and ignore the distractions around you. Even if you don't raise your hand to participate in the conversation, you will still be actively involved in class.

## **Before class**

- Review notes from previous class sessions
- Preread lessons or chapters of discussion
- Write the heading & date at the top
- Sit front and center to eliminate distractions and increase concentration
- Figure out what the main points are going to be

## **During class**

- Develop and use your own outline style (see reverse side)
- Use the 2-column style (see reverse side)
- Handwriting
  - Develop a shorthand system
  - Make it legible
    - You have to read it later
- Briefly paraphrase
  - Don't go for verbatim
  - Record important details
    - Vocabulary
    - Facts
    - Relationships & connections
    - Formulas
- Write down questions
  - Ask them during or after class
  - Ask your tutor
  - Ask your study group
  - Write down the answers
- Leave blank spaces
  - Don't get behind when confused
  - Fill in the information later
- Copy what's on the board & overhead
  - It must be important
    - It's fair game for a test

## **After class**

- Recite
  - It's alright to talk to yourself
  - Continue to paraphrase
- Review
  - Go over notes
  - Make connections, these are the key to memory recall
- Write a synopsis
  - For each page
  - For each class session
- Fill in missing information
- Teach someone else

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## Outline Style

- Main point 1
  - Sub-points
  - Sub-points
    - Sub-points
    - Sub-points
  - Sub-points
    - Sub-points
- Main point 2
  - Sub-points
    - Sub-points

## Column Style

Main Ideas/Points	Supporting Details & Examples

## **Sources:**

<http://extend.unb.ca/wss/notetext.htm>

<http://www.memory-key.com/StudySkills/notetaking.htm>

[http://www.d.umn.edu/kmc/student/loon/acad/strat/ss\\_notetaking.html](http://www.d.umn.edu/kmc/student/loon/acad/strat/ss_notetaking.html)

[http://www.elmhurst.edu/library/learningcenter/Note%20Taking%20Strategies/thirteen\\_points.htm](http://www.elmhurst.edu/library/learningcenter/Note%20Taking%20Strategies/thirteen_points.htm)