Note-taking Strategies

Do you:

• Request syllabus/outlines/etc. and review weekly before lectures

• Carry a small notebook. Write all directions and/or information. Then reread and number your written notes sequentially.

• Review the syllabus/outline after the lecture to see what was, and was not covered. Do you make adjustments to the notes that you took? Cross things off or put a check mark next to a word) on the syllabus or outline.

• Request outlines and samples of written essays to be used as samples. Note the structures, what is being asked, and the order of information. Keep these samples on your desk as you write until your confidence allows you to file them.

• Software; Inspiration 4.0 – Computer tool for automatic webbing, concept mapping, developing ideas and planning (create idea maps, tree charts, plans and outlines)

• Use new apps and software like Notability with your iPad to capture both audio and written notes. If you struggle to keep up with the professor, then make a note to listen to that section of the audio when you get home.
Textbook Note-taking Tips

Bring notebooks, pencils, pens, color pens, highlighter, ruler, eraser, textbook
- Read syllabus/outline before class
- Check whiteboard/blackboard for ‘agenda.’
- Use a three-ring binder—it’s easier to review notes when they are spread out in front of you, and you can insert teacher handouts.

Observe and listen
- Sit front and center-Imagine teacher taking to only you
- Be here now in class.
- Be with the instructor0 watch instructor’s body language and facial expressions.
- When a teacher becomes very excited about the material or stresses a particular point, there is a good chance that it will show up on an exam.
- When a teacher says, “This will be a good question on an exam,” write it down.

If daydreaming
- Notice your environment
- Refocus on the temperature of the room
- Notice your writing- the weight of you pen
- Accept your wandering mind. Don’t fight daydreaming. When your mind wanders, acknowledge and refocus on the lesson.
- Postpone debate. If you hear something you disagree with, note it in the margin.
- Let go of judgement about lecture styles.
- Listen to key words that have been discussed in textbooks prior.
- Do not write everything the prof. says. Abbreviate

Record-Writing notes
- Date each page and number the pages
- Copy all notes, diagrams, charts, and material from the board
Invent your own diagrams, charts, and draw pictures when possible.

Keep your own thoughts separate

Use ?? when you get lost.

Use various fonts-capital, small, stretch, compress your letters

Use bullets=triangles, quotes, cloud, etc.

Use graphic signals (brackets, parentheses, circles, and squares to group information

Use stars, arrows, and underlining to indicate important points.

Flag the important points with double stars, double arrows or double underlines

Use equal signs and greater-than and less-than, signs

Take notes in different colors

Use standard abbreviations

Wrote your own abbreviations on a separate sheet of paper in your notebook. Keep this key handy and accessible.

Se bland space to emphasize and point

Use technology such as tape recorders, Notability, or Otter (voice to text) as backup to your written notes.