

Tips on Note-Taking

Preparing For Class

- Do the assigned Reading
- Review your notes before and after class
- Plan to arrive on time
- Bring all of your materials to class

Taking Notes

- Attend all of your classes
- Be an active learner and listener in class
- Sit up front in class to avoid being distracted
 - Participate and ask questions for clarification
 - Capture key ideas and make connections
- Develop your own methods for taking notes:
 - Cornell / SQ3R / Concept Maps / Outlining / Summarizing
- Write notes clearly and neatly
- Leave space in notes to add and edit information later on

Developing Notes After Class

- Review your notes
- Edit your notes
 - Add additional information from the text
 - Jot down any unanswered questions for the next class
- Organize your notes
 - Develop a format for organizing notes that works for you
- Evaluate your notes
 - Look for gaps in your notes, and ways you can improve them

Reading Textbooks

- Find time and space where you can focus and commit to reading
- Preview – Survey the textbook for headings, keywords, or summaries
- Skim – Get a sense of the breadth of information
- Active Reading – Connect reading with personal knowledge
 - How does this relate to what I already know?*
 - What does the professor want me to understand?*
- Analytic Reading – Delve beneath the surface of the reading
 - Is there a different way to look at these ideas?*
 - Is the author's position valid? Where are there strengths?*
- Underline key ideas and take notes during your reading
- Build your vocabulary – look up words that you do not know

Taking good notes now will help you prepare for quizzes and exams later!