

Note Taking During Class

Steps of Good Note Taking

1. Listen
2. Write
3. Process
4. Review

Start and Organize Your Binder

- Use a separate binder for each subject.
- Divide each binder into different sections (a section for lecture notes, notes from the text, assignments and tests).
- Start each lecture on a new page and date and number each page.

Prepare a Page to Take Notes

- Divide each page into two columns: the right column for taking notes during class and the left column for recording key words and main ideas after class.

Tips for Taking Notes

- Take notes in different colors.
- Leave a few blank spaces between your points, so that you can fill in more information later.
- Make notes clear and easy to read.
- Use short forms to save time (gov't for government).
- Use pictures and diagrams.
- If something is unclear, ask for clarification or make a note to clarify the point after class.
- Write personal thoughts and signals to yourself in the margin.
- Try to link new ideas with past lectures and personal experience.
- Sit where you can clearly see and hear your instructor. If you are easily distracted, it may help to sit close to the front.

Highlight Important Information

- Highlight information that your instructor emphasizes. Important information is usually written on the board, overhead or PowerPoint, so be sure to copy all notes.