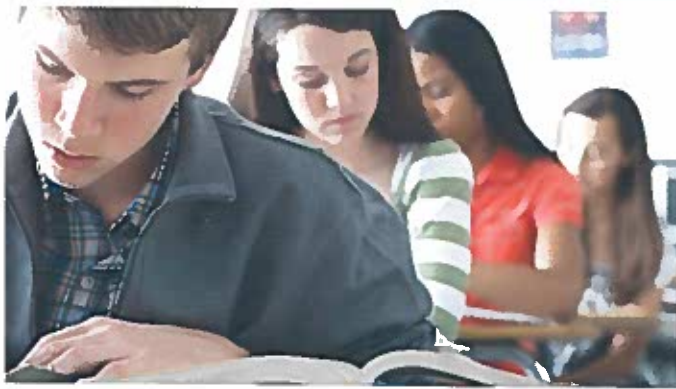


Taking Notes

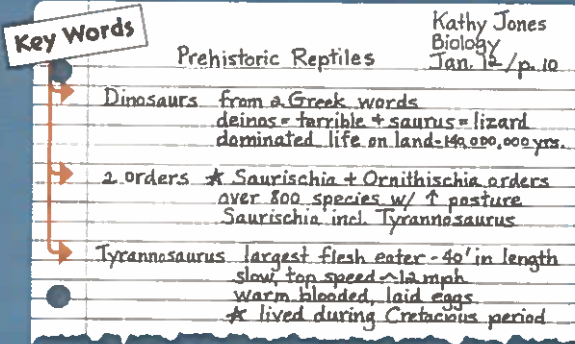


Identify Key Words

Using key words (topics, people, events) will help you organize your thoughts and make your notes easier to understand.

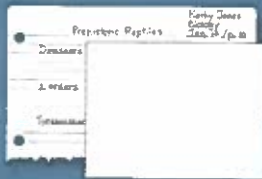
Leave a margin for key words

Leave a wide space or margin on the left side of each page. As you're taking notes, write the key words in the left-hand margin.



Use key words to study for tests

When you're studying for a test, cover up the right side of your notes, look at each key word, and test yourself to see what you can remember about that topic, place, person, or event. Uncover your notes to see what information you missed or got wrong.



Notetaking Tips

- ▶ Don't write in complete sentences, and don't worry about punctuation, grammar, or spelling.
- ▶ Use symbols and abbreviations to help you take notes faster.

=	same or equal	★	most importantly
≠	not equal	∴	therefore
>	greater than	w	with
<	less than	w/o	without
~	approximately	w/in	within
↑	up or increasing	b/c	because
↓	down or decreasing	esp	especially
→	resulting in	v	very
- ▶ While the information is still fresh in your mind, take a few minutes to go over your notes.
 - ▶ Rewrite anything that's confusing.
 - ▶ Fill in the spaces.
 - ▶ Make sure that your key words are written in the left-hand margins.
 - ▶ Highlight the most important information.

Studies have shown that about 50% of what a person hears is forgotten in 20 minutes.

Listening in class isn't enough.
You need to write down the information you want to remember!



Study Skills InfoGuide
Taking Notes - Item 643
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Study Skills InfoGuide



Taking Notes

- ▶ Do you take too many notes? Not enough?
- ▶ Do you have a hard time knowing what to write down?
- ▶ Are your notes difficult to read?

If you answered yes to any of the above, you may want to work on improving your notetaking skills.

Having good classroom notes will help you do better on tests.

Because tests usually cover material that's been presented in class, having good classroom notes to study from can significantly improve your test grades.

Taking notes helps you pay attention and get the most out of your classes.

You can think much faster than anyone can talk. This is one of the reasons that your mind sometimes wanders when you are listening to a lecture. *Taking notes helps you stay focused on the material being presented.*



Notetaking Systems

There are many methods and systems for taking notes. Develop a notetaking system that works for you.

Spiral or 3-ring notebooks

- ▶ Use a spiral or 3-ring notebook for each subject, or a larger notebook with divider tabs for multiple subjects.
- ▶ Three-ring notebooks make it easy to insert pages.
 - 1) If you keep a 3-hole punch in your notebook, you can hole punch handouts in class and put them in your notebook as soon as you get them.
 - 2) If you ever miss a class, you can get a copy of the notes and insert them where they belong.

Format your notes

- ▶ Start a new page for each class and day. At the top of each page, write the name of the class, date, page number, and the topic of your notes.
- ▶ Use only one side of the paper and skip lines between ideas/subjects. This will give you space if you want to add something later.
- ▶ Leave a wide margin on the left side of each page for key words (topics, people, places, events, etc.).



Listening Skills

In order to take good notes, you must have good listening skills.

Active listening

Imagine this scene: You are listening to the radio and the DJ announces that he's going to play a new song by your favorite artist. You stop what you're doing and listen carefully. You want to hear every word so that you can understand the meaning of the lyrics.

In this scene, you went from passive listening to active listening. When you are actively listening in class, you aren't just hearing the words that are spoken, you are thinking about and trying to understand the information that's being presented. *You must be an active listener in order to take good notes.*

Recognize important information

You can't write down everything that's being said. To take good notes, you must be able to identify the information that's most important.

- ▶ Listen for verbal clues
 - ▶ louder or slower speech
 - ▶ information that's repeated
 - ▶ phrases such as "the main point"
- ▶ Write down anything that's written on the board or overhead.