

Time for

Notes

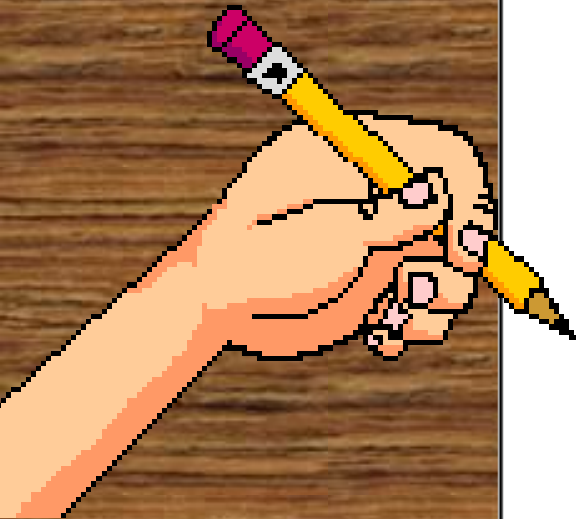


Ms. Tully

A Notetaking Checklist

Did I:

- Review assignments using active reading
- List and look up unfamiliar terms and concepts
- List questions to ask or points where clarification is needed
- Note difficult portions of the text
- Put notes in the appropriate notebook or section
- Arrange them according to type of notes
- Begin each set on a new dated and numbered page
- Abbreviate
- Put notes into my own words
- Keep the notes brief
- Use the coding scheme I developed
- Locate missing information
- Check my texts and references to clarify a lecture
- Number items or distinguish between major/minor points
- Look/listen for word clues and other ways important concepts are highlighted
- Review lecture notes within 24 hours
- Check for errors and omissions



Why Should I Bother Taking Notes?

This year you will be taking notes in many of your classes. Right now you might be asking yourself, "Why on earth do we have to take notes?"

Taking notes can have several benefits for you:

- ✓ You can increase your chance of remembering what was discussed and modeled.

Why Should I Bother Taking Notes?

- ✓ You will be more focused in class.
- ✓ You will probably feel less anxiety after class if you have information to look back on just in case you forget or get stuck solving a problem.
- ✓ You will be more prepared for taking a test because you will have another resource to study from.

Tips For Note Taking

- 1 Concentrate in class and stay focused on what the teacher is saying.
- 2 Prepare yourself before class...be mentally ready and listen attentively.
- 3 Listen for cues or a 'signal statement' about important information that may be on the test.

Tips For Note Taking

4 Read course material prior to class so you are prepared and ready when class begins. Review notes from the previous lesson.

5 Once you decide on a note-taking system, stick with it for the most part. I generally use an outline format.

Tips For Note Taking

6 Keep notes in one place for easy reference (spirals work great). Use a separate notebook or binder for each class or subject. Think about color coding your different classes.

7 Copy down everything the teacher writes on the board.

8 Make side notes about material you do not understand so that you can ask the teacher for more details later.

Tips For Note Taking

9 Ask the teacher to repeat something he or she has said or slow down if you are having trouble capturing the information in your notes.

10 Remember that you do not have to write everything. Be selective and take notes on what you think is most relevant and/or what the teacher says is important.

Tips For Note Taking

11 Keep your notes organized and write neatly so that you'll be able to read them later. It's terrible when you can't read your own handwriting.

12 Review your notes after class and rewrite any, if necessary.

13 Include any examples your teacher may talk about. This can help emphasize a point and create a visual.

Tips For Note Taking

14 Highlight key words and words that relate most to the lesson.

15 Leave blank areas in your notes to add comments later or further on in the lesson.

16 Use abbreviations and symbols. Write in a tone that you understand and are familiar with. Look at some examples on the next page.

Tips For Note Taking

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16 con't.

+	plus, add
@	at
#	number
Pg	page
Diff	different, difference
w/	with
w/o	with out
e. g.	for example
&	and

Tips For Note Taking

16 con't.

↑

increase

↓

decrease

<

less than

>

greater than

?

question for when you
don't understand

\$

money

%

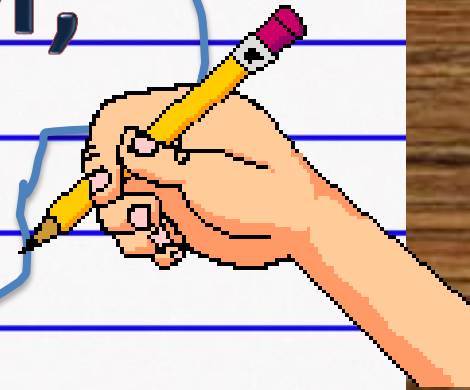
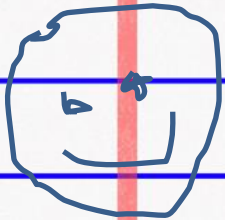
percent

Tips For Note Taking

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If you utilize the tips on the previous pages, you might find that you are on the path to...

**Studying Smarter,
Not Harder!**



Most of the information in this ppt was obtained from Professional Development Institute, (2009), *Study Smarter, Not Harder-Note Taking and Outlining Skills*. Chapman University, Orange , CA.