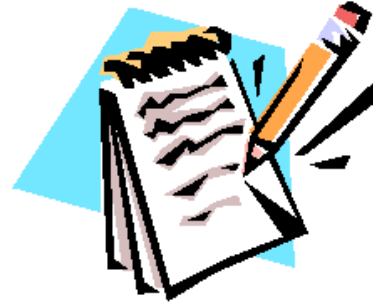


## Taking Notes In Class

Taking notes in class requires a clear system that will be easy for you to use. This system is easy to follow and will work well!!

- **Be prepared** to take notes when class begins.
  - Have your notebook open and pen in hand.
- **Avoid any distracting conduct.**
  - Talking, eating, drinking, etc. will be a distraction to you *and* other students!
- **Participate constructively** in class discussions.
- **Ask questions**



### MORE DETAILS

- Pay attention to what the teacher is presenting.
    - Listen for what is emphasized
      - Look for words like “to summarize...”, “the main point is...”
      - If something is written on the board, you should probably write it down!
    - Be alert for all important information
  - If something is repeated, it is probably important!
    - Make sure you identify and understand the important information.
  - Listen and watch for all material presented in alphabetical or numerical fashion.
  - Write notes in a concise, organized manner.
1. DO NOT try to write down every word
  2. Write down the main ideas, content, and information.
  3. Develop your own way of abbreviating words.
  4. Listen carefully when a teacher elaborates on important material and then briefly summarize it in writing.
  5. Write class notes in an outline form.
    - a. Do you notice how I have put the **main topic** in bold letters?
    - b. Then there are **five main ideas** that are numbered.
    - c. Under the **numbered ideas** are lettered ideas.
    - d. This is a **standard outline format!**

**Taking notes in class is a skill like any other. The more you do it, the better you will become.**

- Do not use a tape recorder in class
  - This is a very inefficient way to study.
  - It is very time consuming!
  - It is a poor substitute for good note taking
  - It is almost useless for reviewing for a test.

- After Class
  - It is a very good idea to go over your notes after class
    - This is when your memory is still fresh!
  - Make sure you have identified the main ideas.
  - Underline or **highlight** main ideas, concepts, and information.
  - Make sure you know what the assignment is.
    - Write it down in your assignment notebook or in your notes.
  - Taking ten minutes after class to review your notes will save you *much* more time later!