



How to Take Notes

- ❖ **How to Be a Good Listener:** Before you begin to take notes, it is important to be a good listener. Good listening is paying attention and concentrating during the lecture. Here are a few tips for becoming a good listener:
 - Take care of your body. It is hard to pay attention when you are tired, hungry, or sick. Get enough sleep, eat well, and exercise!
 - Select a good seat in class. The best seat in class is up front, in the middle! Don't sit next to your friends since they may distract you.
 - Pay attention to what the teacher says. If your teacher took the time to write down information on the board, be sure to copy that information to your notes.
 - Pay attention to the teacher's body language. A teacher may raise their eyebrows, gesture, or her voice may get louder when talking about something that is important!

- ❖ **Write Clearly:** No matter how many notes you write, if you can't read them, you can't use them!
 - Write down the day and the name of the class on a new clean sheet of paper. This will help you keep track when reviewing your notes.
 - Use abbreviations and symbols. This will allow you to keep up with the lecture.
 - Leave plenty of space in the left margin and/or in between new ideas. That way you can come back later and add additional information if necessary.

- ❖ **Review Your Notes:**
 - After class is over, review your notes within 24 hours! This helps you to understand the lecture and will help you better remember the information.
 - In the left margin of your paper, write down the key words or phrases from the lecture.
 - Once a week, review your notes again. Review your notes: when you are in between class periods, sitting in the waiting room at the doctor's office, or during a TV commercial break!
 - You may want to type your notes. Typed notes are easier to read and by typing them, you are reviewing the material!

These tips were excerpted from: Dr. Ken Burns, All You Really Need to Know: How to Succeed in College by Really Trying. Kendall/Hunt Publishing, 2004. & Dave Ellis, Becoming a Master Student. Houghton Mifflin Company, 2006.