

# Note-taking Tips

## 1) Warm-up for class

- Review notes from previous class
- Review textbook section that is to be covered in class
- Review homework
- Prepare at least two questions about the content to be covered
- Prepare at least two lesson objective statements (for example: "learn to add fractions with different denominators")
- Prepare your note page heading with
  - Section and chapter number
  - Date
  - Title of topic(s)
- Organize your notebook ( a 3-ring binder with pockets works best) by including a space for:
  - Notes
  - Homework
  - Handouts
  - Quizzes and tests

## 2) Choose the best seat for you

- Select a seat that works best for you to concentrate
  - Visual learners tend to work best when seated near the front of the room closest to the teacher and board
  - Auditory learners tend to work best towards the rear of the room in the middle seats

## 3) Develop abbreviations

- Use abbreviations for commonly used terms or items, such as: e.g. or ex for example; def for definition

## 4) Taking Notes

- Leave space so that you can add additional information, steps, or page number references later (leave a gap at either the left or right column or skip several lines frequently)
- Write down all of the steps for problems shown on the board or overhead

## 5) Know when to take notes

- Instructor writing on the board or overhead
- When instructor pauses
- When instructor repeats information
- When instructor makes comments such as, "This can be difficult." Or "This is where a lot of students make a mistake."
- When instructors mention that this material may be on the test
- When instructors summarize

## 6) Revise your notes

A lot of memory loss occurs right after learning new material, so it is important to revise your notes as soon as possible after your class. *Auditory* learners may want to use a recording device to help them add to and revise notes. *Visual* learners will want to add color and other visual symbols to their notes. *Kinesthetic* learners may benefit by entirely re-writing notes while making additions and corrections to them.

- Fill in any gaps or missing steps
- Add additional key words, definitions and formulas
- Add additional examples of problems from the text (the main section or the homework)
- Mark any areas of difficulty with a symbol for follow-up (a check mark or exclamation point) and any areas that are incomplete or you don't understand (use a question mark). Follow up on these areas with your study group, a tutor, or the instructor
- Compare notes with your study group partners or another student in class that takes good notes
- Use and refer to your notes often!