



Notetaking Tips



BEFORE CLASS

1. Complete all assigned readings **BEFORE** coming to class.
 - The assigned reading will form the basis of the class lecture, with the instructor adding additional information and clarifying concepts. By completing assignments before listening to the lecture, you'll be better prepared to understand the new material.
2. Be organized.
 - Keep all course material (lecture notes, reading notes, handouts, and current and completed assignments) for each class together in a 3-ring binder.
 - Bring pens, pencils, and highlighters to class.
3. Review notes from previous sessions.
 - Look over notes from the previous class session before class. That will help you remember what was covered in earlier class lectures and help get your mind set to add new information.
4. Attend all class sessions.
 - Borrowed notes can be helpful, but they're no substitute for your own work. Taking notes uses auditory, visual, and kinesthetic learning styles, so it's an excellent learning tool in and of itself.

DURING CLASS

1. Stay focused.
 - Sit where you can see the board and hear the instructor. Avoid seats that could lead to distractions.
 - Keep your mind on the subject at hand.
2. Concentrate on the essentials.
 - Listen for verbal clues about what's really important. You don't have to write down everything! Watch for spoken clues like...
 - "The most important point..."
 - "This is an excellent example of..."
 - "This will be on the test."
 - Watch for nonverbal clues from your instructor:
 - Underlining something on the board.
 - Numbering points
 - *Causes of Deflation*
 1. *Decreasing Money Supply*
 2. *Increasing Supply of Goods*
 3. *Decreasing Demand for Goods*
 4. *Increasing Demand for Money*
 - Raising his/her voice or changing the rate of delivery.
 - Walking forward.
 - Repeating a point.

3. Keep your notes organized.

- Put a heading and date on each day's lecture notes
 - Thursday, 5/13, Carpe Diem Poetry
- Use symbols to indicate important points - ✓*★!✕
- Write on only one side of the page.
- Leave big margins on the page. That will keep your notes more readable and leave you adequate room for later additions and clarification.
- Explore different notetaking methods and choose the one that works best for you. For examples and information, check the following website
 - <http://www.sas.calpoly.edu/asc/ssl/notetaking.systems.html>

AFTER CLASS

1. Summarize

- As soon as possible after class, summarize your notes.
- Write a shortened version of the most important points.
- Clarify any points that aren't clear, and fill in any missing information

2. Review

- At least once a week, go over all your notes and see how the information from each day fits together. Summarize main ideas and find patterns (chronological, cause/effect, similarities/differences)
- Before a test, do a major review of lecture notes, handouts, reading notes, and your textbook.

