

Take Good Notes

Note taking is a skill you will use throughout your life. We seldom take the time to really show you how to do it well. This may be the only instruction in note-taking that you receive in high school!

1. Be an active listener.
 - Do not just hear the words, think about them
 - Actively try to understand what is being said
2. Take notes to help you pay attention.
 - Your mind will not wander if you are taking notes on what is being said
 - Also shows that you are paying attention
3. Recognize important information.
 - If the teacher says, "this is important," write it down
 - Listen for changes in the teachers voice
 - Listen for words like significant, main point, important etc.
 - Anything written on the board or overhead should be considered important
4. Take notes that are easy to read.
 - Put the date, class and topic at the top of the page
 - Write on every other line and on one side of the paper
 - Use symbols and abbreviations whenever possible
 - Leave a margin on the left side of the page – after class go back and write key words, questions, important thoughts in the margin – you can use these to later test yourself
5. Go over your notes as soon as possible.
 - While the information is fresh in your mind (that night), go over your notes to make sure you understand and have all the information
 - If you are really serious, rewrite and condense noting what is the most important
6. Get copies of notes you missed.
 - When absent it is your responsibility to get missing notes
 - Do not assume your teacher will re-teach what you missed
 - Free photocopying of notes in the library