

Note-Taking Strategies

Read before class

- Take notes as you read; write down any questions you have about the material
- Make connections between notes from reading and from lecture

Be present

- Attend every class
- During class, sit up front and put away distractions (i.e. cell phone, Social media, etc.)

Focus on key details

- Don't try to write everything the professor says
- Capture main ideas, key facts, important vocabulary, and major examples
- Pay attention to information on PowerPoints, if they are used

Pay attention to cues

- Listen for cues during lecture to capture main ideas
- These can include: a pause for emphasis, restating a point, or a change in tone of voice

Use abbreviations

- Develop a system of abbreviations to make writing notes more efficient
- Keep it legible and make sure you remember what your abbreviations stand for!

Revise your notes

- Read and revise your notes within 24 hours of class
- Organize your notes in a way that makes the most sense to you
- Create your own study guide from your notes