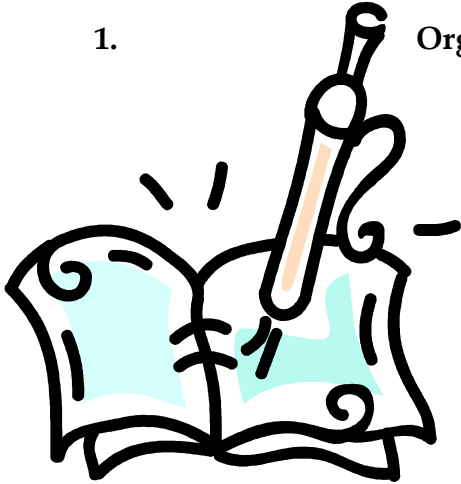


Tips for Successful Notes



1. Organization –

- Each class should have its own section, or better yet, notebook
- Keep notes separated from handouts and homework
- Label your notes with date, course, and topic...always number them

*Start each new page with the topic you are taking notes on –
Note-taking tips, continued.....

2. **Read before class** – its sounds simple, but it really helps! Knowing what the professor is talking about will help you take better notes

3. **Reviewing your notes and the reading before class** starts to get your mind thinking and focused.

4. **Where you sit matters** - Sit near the front of the room, near the professor – there are fewer distractions up there, and you will be able to see and hear better

5. **Know yourself** – if you know you have a hard time paying attention – learn tricks to help.....sip on water, chew gum, bring a quiet and non-messy snack (peanuts, M & M's), or enjoy a coffee drink!

6. **Behave in class!** Sit up and make eye contact with the professor – this will definitely help you stay focused and will let the professor know that YOU are paying attention!

7. **Listen, then write** – it is hard to focus and write at the same time...try not to write down everything the professor says, and always try to rite down ideas in your own words

8. **Be selective** – know the difference between a story, example, aside, and main idea

9. **If you can't write it, tape it!** If the professor talks fast, or covers too much material for you to write down, bring an audio recorder to class.

10. **Monitor your note-taking** – if you have not taken notes for over 5minutes – make sure you are paying attention

11. **Summarize your notes each day** to fill in missing info. And actively think about the material.

Five Important Reasons to Take Notes

- It triggers basic lecturing processes and helps you to **remember** information.
- It helps you to **concentrate** in class.
- It helps you **prepare** for tests.
- To provide valuable **clues** for what information the instructor thinks most important (i.e., what will show up on the next test).
- To **record information** that cannot be found elsewhere (i.e., in your textbook).

What Should Be "Noted?": Identify what is important when a professor. . .

- **mentions** something two or more times.
- **emphasizes** a term two or more times you should asterisk it.
- **writes** it on the board
- **increases general body activity** by waving arms or pointing the finger in the air, voice inflection changes, pace changes, pounds on the lectern
- does something **physical** to emphasize what he or she is saying.

Tips for Finding Major Points in Lectures: The speaker is usually making an important point if he or she:

- **Pauses** before or after an idea.
- Uses **repetition** to emphasize a point.
- Uses **introductory phrases** to precede an important idea.
- **Writes** an idea on the board