

Taking Good Notes:
*Effective Note Taking
Techniques*

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Introduction

- ✦ Note taking is perhaps *the* most important study skill needed in college. However, very few students know how to take notes for college.
- ✦ Most students take notes – they mechanically transfer what the professor has said onto their paper.

Introduction Cont' d

- ✦ Think about this: If note taking were simply jotting down information the teacher has said, then couldn't we save the expense by closing the classroom buildings and requiring professors to post their "notes" online?
- ✦ True effective note taking goes beyond jotting down the information the professor has dispensed.

Another Method – Note Making

- ✦ Think of yourself as **making**, not taking, notes. *Taking notes* implies passivity on behalf of the hearer; while *note making* implies being engaged and creative.
- ✦ Note making is taking what the professor gives you and making it make sense to you.
- ✦ To do this students must be aware of what the professor has said, has not said, and what is still needed for the material to make sense.

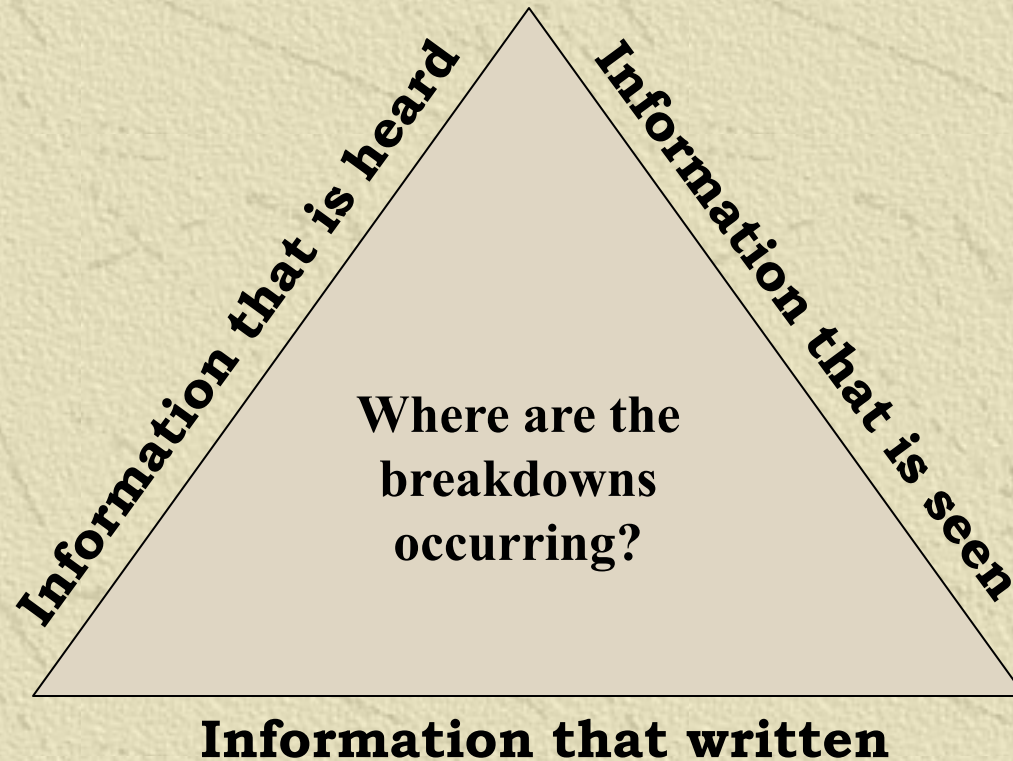
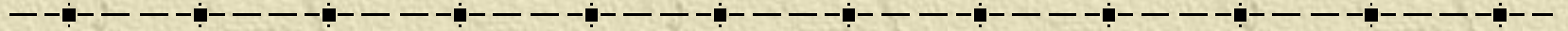
Pre-Lecture

- ✦ Review notes from previous classes
- ✦ Read lecture material before you arrive at class
- ✦ Jot down concepts and ideas that may be unclear
- ✦ Check course outline to see if the lecturer has listed the topics or key ideas of the upcoming lecture.

During the Lecture

- ✦ Write down everything your professor writes down
- ✦ Be brief – summarize in your own words (Remember, these are for you!)

Help Students Understand the Triangle



During the Lecture (Cont' d)

- ✦ Use acronyms for sequence learning
- ✦ At the end of lecture, ask questions about material that was not fully understood

After the Lecture

- ✦ Revise notes as quickly as possible after lecture
- ✦ During the first review period after the lecture, coordinate reading and lecture notes.
- ✦ Synthesize lecture notes **AT LEAST ONCE A WEEK**. Also, review the lecture notes *before* the next lecture.
- ✦ Ask: What have I been learning this week?