EFFECTIVE NOTE-TAKING

WHY IT MATTERS

- Better focus in class.
- Better understanding of concepts.
- Better retention of concepts.
- Helps you better prepare for exams.
- Helps you identify what's most important.

PREPARING BEFORE CLASS

- Preview your textbook or reading assignment before the lecture so you can identify what is likely to be discussed.
- Review notes from previous class sessions.
- Keep organized so you can easily find your notes later.

KNOWING WHAT'S IMPORTANT

- Introductions may give an overview of the main points. Final remarks may often give summaries of main points.
- Repeated words or phrases are often emphasized because they are important.
- Signal words or phrases such as, "There are three main reasons," or, "One major reason..."

TAKING NOTES IN CLASS

- Focus on the main points, not trying to copy down every word the professor says.
- Jot down key words, names, or dates that you can go back and define later.
- Write down questions you have or things you are confused about to clarify later.

MORE ADVICE

- Take organized and structured notes that are easy to read and understand. Find a format that works for you and stick with it.
- Bullet points or phrases may help keep your mind fresh instead of writing down complete sentences.
- Date your notes, keep them in chronological order, and keep them all together in one section of your notebook.

TYPES OF NOTE-TAKING

- Cornell notes: Helps you record key concepts, questions, and summarize your notes.
- Flowcharts, concepts maps, or graphic organizers: Visual representations that help you divide major concepts into smaller topics.
- Outlines: Divides the lecture into main points, followed by examples or details.

HANDWRITTEN VS. TYPED NOTES

- Benefits of taking notes by hand: Can easily create diagrams or visuals; can make it easier to focus without digital distractions; can make it easier to focus on and retain concepts.
- Benefits of typing notes: May make taking notes faster and easier; can make it easier to edit and organize; can be shared, backed up, and searched.

FOLLOWING UP

- Revisit notes later to help you clarify concepts, fill in any gaps, and clear up any confusion.
- Visit professor for help with understanding.
- Use notes to create study guides and prepare for exams.