

NOTE TAKING TIPS

BEFORE CLASS

- USE THE COURSE SYLLABUS TO PREPARE FOR THE CLASS.
- REVIEW NOTES FROM THE LAST CLASS.
- COMPLETE PRE-CLASS READINGS.

DURING CLASS

- STAY ENGAGED, ALERT, AND PARTICIPATE.
- DATE AND TITLE YOUR NOTES TO KEEP TRACK OF LECTURES.
- ALLOW EXTRA SPACE SO YOU CAN ADD TO YOUR NOTES LATER. USE ABBREVIATIONS, SYMBOLS AND EXAMPLES TO HELP JOG YOUR MEMORY LATER.

AFTER CLASS

- REVIEW YOUR NOTES WITHIN 24 HOURS TO RETAIN AND NOT RELEARN.
- HIGHLIGHT OR UNDERLINE IMPORTANT POINTS IN PREPARATION FOR A QUIZ/EXAM.
- USE MARGIN SPACE TO ADD IN MISSED LECTURE POINTS AND WRITE IN KEY WORDS.