



NOTE-TAKING TIPS

Taking good class notes is important for your success in college. Here are some tips from the experts

- ***Use a Three-Ring Binder***
This way, handouts and other papers can be added or removed easily.
- ***Prepare for Note-Taking***
Before class, read your textbook assignments and *review* notes from the last class—taking these steps will prepare you for the topics of the class session; be physically rested and alert; have your note-taking materials ready and organized; if your instructor has a website with lecture note outlines and/or Power Point materials, download them and bring them to class to make following the lecture and organizing your notes an easier task.
- ***Take Well Organized Notes***
If you don't know how to take notes, take a study skills course; or go to The Learning Center in the campus library to learn note-taking skills.
- ***Listen for Major Concepts and Details***
Instructors will give major concepts first and then follow them up with examples or reasons (supporting details).
- ***Copy Information from the board***
Your instructor has written it there to emphasize this information because it's important.
- ***Listen for Study Hints***
Often instructors will indicate what is important and the information that needs to be learned for a test; mark this information with an asterisk.
- ***Leave Spaces for Missed Information***
Even the best note-taker can miss important information; leaving blank spaces enables you to fill in the missing part after listening to a recording of the lecture, after consulting with classmates, or after speaking to the instructor.
- ***Review Notes After Class, Before the Next Class Session, & Before Tests***
Fill in missing information, correct spelling, etc. *after* class; *before* the next class session, review the facts your instructor discussed as important, and *before tests*, compare your notes to the textbook to see what parts the instructor emphasized.