Top Ten Tips for Note Taking

1. Decide how you want to record your notes and keep that format. Whether you use your laptop or write in a notebook, keep all your notes for each class together in one place.

2. When taking notes during a lecture, ask your professor to audio record the session.

3. Sit close to the professor so that you can hear and see clearly with less distractions.

4. Do not write every single word the professor says! Write down key ideas, things written on the whiteboard, facts to memorize (such as terms, names, places, etc.), details the professor emphasizes, and anything the professor announces will be on an exam.

5. Use abbreviations and phrases instead of sentences.

6. Do not get so immersed in note taking that you forget to actually listen to the lecture. If you don't listen, your notes will not make sense later on when you refer to them!

7. Take notes while reading articles, passages from the textbook, or other reading materials by highlighting key words and bookmarking important pages.

8. Write the course name and date on top of all note materials so that if they get put out of order, you will know exactly where they belong.

9. Print out PowerPoint slides before class and add notes to the printed slides.

10. Put a star next to ideas or topics that are important or need more reviewing.

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