Note Taking Tips

1. Do your homework before you go to class.

2. Attend class lectures regularly.

3. Carry extra pens and pencils to class.

4. Take a tape recorder with you to record the lecture.

5. Take and keep notes in a large notebook, in order to use an outline form.

6. Keep your notes for each class separate from other classes.

7. Do not try to take down everything that the lecturer says, it is impossible and unnecessary.

8. Try to take capture the main points.

9. Copy down everything on the board, regardless. Exam item??

10. Understand assignments/suggestions- ask questions if you are not sure.

11. Only write on one side of your paper. It is easier for you to organize your notes later.

12. If you miss some information, leave some black space where that information is supposed to go.

13. Write the examples.

14. Pay special attention at the end of the lecture, because a lot of information might be in the last 5-10 minutes.

15. Spend 10 minutes after class reviewing your notes.

16. Make flash cards for technical terms, ideas, or concepts.

17. Share notes with your classmates. Find one or two people who will exchange copies of notes.

18. Always take notes from your reading. If you highlight something, write it in your notes!