

3 STAGES OF NOTE TAKING!

Take these Steps to *Clear, Concise* Lecture Notes!

I. PREPARE!

- Read/Skim Text Assignment
- Glance at Notes from Last Class
- Bring all Needed Materials to Class
 - Sit Close to Front of Room
 - Decide to Listen Actively*

II. CONSTRUCT!

- Choose Method of Organization for each Notebook, *such as*: Use a Looseleaf Notebook, Write on One Side of Page Only, Date Notes, Choose Note Taking Method** , Develop Abbreviation List, Leave Space between Ideas and Missed Points
 - Concentrate on Major Ideas and Write in Own Words
 - Copy Material From Board
- Listen for Guide Words***, Voice Inflection, Non-Verbal Cues
 - Ask or Write Questions to Ask Professor

III. INTERACT!

- Review Notes ASAP
 - Fill in Gaps
 - Summarize Briefly in Own Words
- Highlight/Write Down Words/Phrases for Recall Column****
 - Recite Answers to Questions
- Combine Lecture/Text Notes into Condensed Study Guide

*See '*10 Keys to Effective Listening*' and other Listening Skills handouts at the CSL

**See '*How to Take Good Notes in Class!*' and '*More Ideas for In-Class Notes!*' handouts

***See '*Listening for Cue Words and Guide Words in Lectures!*' handout

****See '*How to Take Good Notes in Class*' handout for info on Recall Columns

Need More Ideas?

Contact the Center for Student Learning



at the Addlestone Library

www.cofc.edu/~csl

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