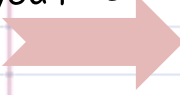


Tips for Note Taking

You can add additional information you forgot.



Leave a big left-hand margin so you can add any information you might have missed or that the professor gives out of order. This is also useful for writing any of your own clever comments that help you to remember better.

Indent to separate:

- main ideas
- important sub-ideas
- examples or details

You don't have to make your notes neat and elaborate.

It's better to focus on the content because you can always rewrite them later, but you can't capture meaning that you missed in the first place.

Leave questions in the margins to ask after the lecture or when the teacher asks for questions.

Don't be afraid to ask questions in class. You won't be able to when you review your notes later. Listen carefully and don't assume you will "get it" later when you review.

Use two or more colors to highlight notes or textbooks; one color for **main ideas** and another for important **examples and details**. You can get a third for **new vocabulary** too!

Use a system of abbreviations that makes sense to you. Think of as many as possible to cut down the time you take to record basic (especially repeated) information.

➤ Example: use sys of abbrv tht mks sns 2 u. thnk of as mn as poss 2 cut ↓ time 2 rec basic (+rep) info

It can help to write a summary of main ideas at the bottom of your notes during your review.

Review and rewrite your notes within 24 hours after you take them. This is the period of time that has the highest retention for committing something to long-term memory. Repetition is the most effective way of remembering something. Repetition is the most effective way of remembering something.