GET THE MOST OUT OF CLASS TIME... TAKING NOTES:

- Helps you pay attention.
- Prepares you for what will be covered on quizzes and exams.
- Gives you material to review when studying.
- Combined with active listening keeps you focused and helps your mind from wandering.
  - Active Listening – not just hearing the words spoken, you are thinking about and trying to understand the information being presented.
- Helps to identify areas needing clarification.
  - Write as much information as possible for future reference.

NOTETAKING SYSTEM:

- Spiral Notebooks
  - 1 notebook per subject
  - Folder pockets for keeping class handouts
- 3-Ring Binders
  - Have a separate one for each class.
  - Hole punch handouts in class and put them in your notebook as soon as you get them.
  - If you ever miss a class, get a copy of the notes and insert them where they belong.
- Cornell Note-taking System
  - Record, Question, Recite, Reflect, and Review material.
  - Leave 2 ½” column to left for Cue questions, and next 6” as notetaking column.
  - Leave 2” at bottom of page for summary.
  - Reference: YouTube or Google “Cornell Note Taking Method”

NOTETAKING TIPS:

- Start a new page for each class and day.
- Write the date at the top of the page.
- Keep your notes in chronological order from start to finish of semester.
- Print PowerPoint slides in note-taking format (3 slides per page).
- Use an outline format with headings and bullets.
- Underline all Key Concepts/Terms.
- Reread notes and rewrite them if necessary
- Use highlighters
- Compare notes with study group members or classmates.
- Don’t write in complete sentences, use symbols & abbreviations to help you take notes faster:
  - = (Same or Equal) w/o (Without)
  - > (Greater than) w/in (Within)
  - < (Less than) b/c (Because)
  - ~ (Approximately) & (And)
  - w/ (With)

NEEDING HELP – TO BECOME ORGANIZED AND LEARN WHICH NOTE TAKING SYSTEM WORKS BEST FOR YOU?

Meet with a Student Academic Success Specialist through Office of Learning Services!