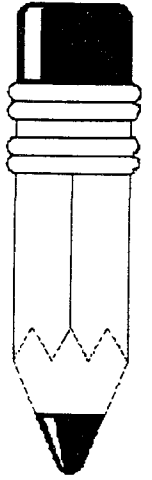


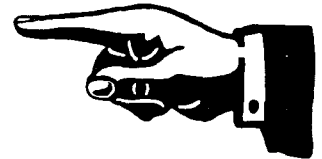
Take Note.....Notetaking hints



1. **Sit in the front and center of the classroom**
2. **Scan the material ahead of time**
3. **Be alert to repetition..if the lecturer repeats it, it's important**
4. **Ignore the professor's idiosyncrasies**
5. **Use a 3-ring binder with 8 1/2 X 11 paper**
6. **Use one side of the paper**
7. **Use abbreviations to communicate the point**
8. **Organize your notes in an outlined, indented numbered style**
Ex: I. Main Topic
 A. 1st major subtopic
 B. 2nd major subtopic
 1. subordinate idea
 2. subordinate idea
 a. and so on.....
 b. and so on.....
9. **Choose a format that works for you**
 - 2 columns
 - wider left margin (Cornell method)
 - room at bottom to summarize
10. **Organize your review material**
 - make lists using memory techniques (mnemonics)
 - classify the info your own way (use 3x5 cards, lists, etc....)
11. **Use pictures and diagrams**
 - saves alot of writing
 - gives you another perspective
 - use mind maps (by Terry Burzan)
 - use different colored markers and pens

12. **Underline key words and phrases, or write in the left margin**
 - makes your own glossary of important words
 - use different colors and shapes
13. **Put a question mark in margin by info you don't understand**
 - remember to ask professor about it in next class
14. **Relate your notes to something else in your life**
 - keeps you alert and decreases daydreaming
15. **Number, date and label your notes**
16. **Review your notes immediately (or within 24 hours) of class**
17. **When you find yourself daydreaming, start taking notes again**

Common Errors in Notetaking



1. **Trying to copy the entire lecture**
2. **Can't understand your own writing and abbreviations**
3. **No organization**
4. **Being too wordy.....use 1 word in place of several**
5. **Doodling with no connection to the lecture**
6. **Using pencil**
7. **Taking no notes at all**

Source: Falkenberg, P.R., 15 Days to Study Power, 1985.