

EFFECTIVE NOTE-TAKING STRATEGIES



**COME TO CLASS
PREPARED: COMPLETE
YOUR READING AND
HOMEWORK AND NOTE
ANY QUESTIONS.**

**ANTICIPATE WHAT WILL BE
COVERED IN CLASS BY CHECKING
THE SYLLABUS. LISTEN ACTIVELY
AT THE BEGINNING OF THE CLASS:
WHAT WILL YOU BE LEARNING
TODAY? HOW WILL THE CLASS BE
STRUCTURED?**

**LISTEN ACTIVELY FOR CLUES
("FIRST", "NEXT", "IN
CONCLUSION", "MOST
IMPORTANTLY," ETC.) TO
RECOGNIZE WHAT IS MOST
IMPORTANT AND TO HELP
ORGANIZE YOUR NOTES.**

**FIND THE FORMAT THAT WORKS FOR YOU
(AND FOR THE CLASS):**

**THE OUTLINE METHOD WORKS FOR LINEAR OR
WELL-ORGANIZED MATERIAL, OR IF YOU ARE
TAKING NOTES ON YOUR LAPTOP.**

**THE CORNELL METHOD IS HELPFUL FOR
IDENTIFYING THE MOST IMPORTANT
INFORMATION.**

**CONCEPT MAPS ARE GREAT FOR DISCUSSIONS
AND FOR SHOWING THE RELATIONSHIP
BETWEEN IDEAS.**

**BEFORE THE NEXT CLASS, REVIEW YOUR
NOTES. REPHRASE AND SUMMARIZE THE
MATERIAL, AND TEST OUT THE CONCEPTS OR
FORMULAS YOU LEARNED. FILL IN GAPS OR
QUESTIONS BY TALKING TO YOUR PROFESSOR
OR VISITING TEACHING FELLOWS.**

**DON'T TRY TO WRITE DOWN
EVERY WORD!**

**GET THE KEY POINTS, AND
INCLUDE IMPORTANT DETAILS
WHEN YOU CAN.**

**INCLUDE ILLUSTRATIONS AND
EXAMPLES WHENEVER POSSIBLE.**

**STUDENT SUCCESS TIPS FROM THE
CENTER FOR TEACHING AND LEARNING
HOBART & WILLIAM SMITH COLLEGES**

FOR MORE TIPS:

