









Note-Taking Strategies

Before class:

-  **Prepare:** Complete your reading and homework before class and note any questions you have about the material.
-  **Anticipate** what will be covered in class: check the syllabus and review notes from the previous class. What are some key questions you think will be answered in class today?

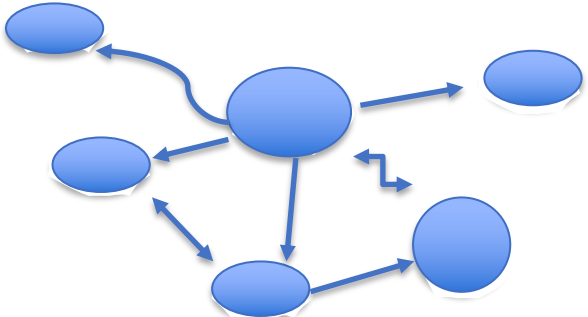
During class:

-  **Listen actively at the beginning of the class:** What will you be learning today? How will the class be structured?
-  Continue to **listen for clues** (“first”, “next”, “in conclusion”, “most importantly,” etc.) to recognize what is most important and to help organize your notes.
-  Write down the **key points**, and include important **details** (dates, names, definitions) whenever possible. Leave blank spaces for missed information and fill these in later.
-  Learn (or create) **abbreviations** for common terms.
-  Feel free to waste paper! Turning to a **new page for a new topic** will make your notes clearer when you use them later to study.
-  Include **illustrations and examples** whenever possible.






Choose a format:

Find a note-taking format that works well with your own learning style and the material being presented. You can also mix and match!

Method	Example
Outline Method Works for well-organized material, or if you are taking notes on your laptop.	I. Main idea a. Supporting idea b. Supporting idea i. More detail ii. More detail II. Second idea a. Supporting idea III. Third idea IV. Fourth idea

<p>Cornell Method Divide your page into three sections (shown at right).</p> <ol style="list-style-type: none"> 1. Take class notes in the large section on the right. 2. After class, reread and reduce your notes by filling in key words in the recall section on the left. 3. A day or two later, summarize your notes in the box on the top of the page; the summary section can also be at the bottom of the page. <p>This is a great method for pulling out key concepts and for building a study guide.</p>	<i>summary</i>	
	<i>key points</i>	<i>class notes</i>
<p>Concept Map Place a central idea in the center of the page and then add lines and new circles for connecting ideas. Use arrows and lines to connect the concepts. This is a great method to show the relationship between ideas, or for taking notes on a discussion.</p>		

You're not done yet! Taking notes in class is only step one.

-  Within 24 hours, **review your notes**: do you understand what they say? Test out the concepts or formulas you learned. Rephrase or summarize the material.
-  **Compare** notes with your classmates. Did you all identify the same main ideas?
-  Fill in gaps or **questions** by talking to your professor or visiting Teaching Fellows.
-  Create **flash-cards** for material you need to review
-  **Reread and review** regularly!

For more support with note-taking and other study skills, visit the Study Mentors.
 Make an appointment on StudyHub on the CTL website,
 call us at 3351, or stop in to visit us on the second floor of the library.