

Note Taking Summary

TAKING NOTES IN CLASS

WHY?

- ◆ Keeps you engaged in learning
- ◆ Reduces study time
- ◆ Helps move learning to long-term memory

HOW?

- ◆ Preview material before class
- ◆ Pay attention in class ~ stay focused
- ◆ Concentrate on key concepts and supporting points
- ◆ Write what the instructor puts on the board
- ◆ Leave space for questions or missed information
- ◆ Ask questions
- ◆ Rewrite notes as soon as possible (at least within 24 hours)
- ◆ Review
- ◆ Add details, expand on concepts, ask potential quiz/exam questions, connect ideas, etc.
- ◆ Recite

TAKING NOTES FROM TEXTS

- ◆ Scan material first
- ◆ Review summary (if available) at end of chapter
- ◆ Read and note main ideas and key terms
- ◆ Leave white space between concepts for further information
- ◆ Close the book and write your own explanations of main ideas and definitions for key terms
- ◆ Check your explanations/definitions and add or correct as needed
- ◆ Add any missing details or important facts/concepts

IMPORTANT NOTE: Highlighting or simply re-writing the material without engagement in the process is not the most effective way to learn and retain the information. To best learn and retain the material from a text, put the information in your own words and check your comprehension. Furthermore, explaining the concepts or facts to someone else will reinforce the learning.