

Note-Taking

During Class or Lecture

1. Categorize the lecture according to its different parts, that is: Introduction, body, and summary.
2. Try not to take notes in paragraph form. It is difficult to find important parts when you are studying for a test. Take notes in lists or "one-liners" as much as possible.
3. Think about making a rough outline (so that if the teacher looked at it, it could be reproduced for the class as is).
4. Include brief definitions and explanations of key terms
5. Leave room to one side of the paper for later notes & review
6. Note the general themes of the lecture at the end.
7. Circle concepts that you want to refer to later or have questions about.
8. Pay attention to professor's opinion and emphasis, and points of interest.
9. Write down all key terms (as many as possible)

Outside of Class

1. Read over your notes – the sooner after the lecture the better!
2. Ask yourself questions (and write down your responses)
 - a) What does this mean? Does it make sense?
 - b) How are these terms and topics related to one another?
 - c) How do these topics fit into the big picture? Make associations & connections!
3. Make notes on your notes
4. Seek additional sources of information for your notes (compare with a friend)
5. Fill in more information

6. Rewrite your notes

Adapted from The Everything Study Book by Stephen Frank