

Student Success: Taking Good Notes

WHY TAKE NOTES?

To identify key concepts. Taking notes during class is a great way to help you identify and reinforce key concepts in the course. These key concepts are likely to appear on exams, and professors also will expect you to reference them in short written assignments or term papers.
To master the material. Repetition helps to develop mastery of a task, whether it's shooting hoops or baking a pie. When you write down key concepts discussed in class, you reinforce important ideas in readings or lectures.
To focus. Your mind won't wander if you are taking notes during a lecture or while you are reading.
To get better grades. Class notes are a useful aid in reviewing for tests.

WHAT TO WRITE

Date and topic. Write down the class date and the day's topic before the lecture begins.
What the professor writes. Copy any material written on the board by the professor, or shown in power point.
Main ideas. Write down the main points in your own words.
Leave blank space. You will want to add to your notes later.
Connections. Pay special attention to signal words: "First," "Second," "Next," "Then," "Another important..." Mark or underline any information that a professor emphasizes as being especially important to know.
Missing points. Even if the lecture seems disorganized, get down as many notes as possible. Indicate any gaps or information you are uncertain about, so you can later ask a classmate or the professor for clarification.

WHEN TO REVIEW

After Class (within 24 hours): Review your notes after class. If you have a study group, review your notes together. Make sure that you understand the material, and help each other with any gaps. Do your homework right after reviewing your notes.
Before the Next Class: Review your notes before the next class. This will help you remember the material, and position you for the next lecture or discussion. If you find anything puzzling, confusing, or unclear, ask your professor about it in class or during office hours.
Before Tests: Review your notes to study for tests.

HOW TO ARRANGE THE PAGE

<div style="border: 1px solid black; padding: 10px; width: 200px; margin: auto;"> <p style="text-align: center;">subject date</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Key Words</div> <div style="width: 45%;">information from lecture or text</div> </div> <hr/> <p style="text-align: center;">Summaries, Conclusions, Questions</p> </div>	<div style="border: 1px solid black; padding: 10px; width: 200px; margin: auto;"> <p style="text-align: center;">subject date</p> <hr/> <div style="text-align: center;"> <p>main topic</p> <p>↙ ↘</p> <p>concept concept</p> <p>↙ ↘</p> <p>detail detail</p> </div> </div>	<div style="border: 1px solid black; padding: 10px; width: 200px; margin: auto;"> <p style="text-align: center;">subject date</p> <hr/> <p style="text-align: center;">Whatever works for you!</p> </div>
The Cornell Method	The Associative Method	Your Own Technique