

# Note Taking



<p>What should I do before class in order to take notes effectively?</p>	<h2>Effective Note Taking</h2> <p><b><u>Before Class</u></b></p> <ul style="list-style-type: none"><li>• Read material ahead of time—it makes taking notes much easier.</li><li>• Look through the syllabus; anticipate what topics the lecture will cover.</li></ul>
<p>What should my notes look like?</p>	<p><b><u>During Class</u></b></p> <ul style="list-style-type: none"><li>• Avoid writing in complete sentences. Jot down only main clauses.</li><li>• Do not copy lecture verbatim. Instead, focus on main points.</li><li>• Avoid taking notes in paragraph form. Instead, make sure each point is easily identifiable.</li></ul>
<p>What should I write down?</p>	<ul style="list-style-type: none"><li>• Write down any questions you have during lectures.</li><li>• Pay attention to the lecturer’s intonation and pauses. Often such devices are used to emphasize certain points.</li><li>• Make sure to copy what the instructor writes on the board.</li></ul>
<p>What can I do to stay engaged?</p>	<ul style="list-style-type: none"><li>• Have an internal conversation with the lecturer; ask questions. This will help you stay engaged in the lecture.</li></ul>
<p>What different ways can I review my notes?</p>	<p><b><u>After Class</u></b></p> <ul style="list-style-type: none"><li>• Take 10 minutes after class and before the next class session to review notes. You may choose to read, highlight, retype, rewrite, or underline. You may also consider reorganizing them.</li><li>• Recopy your notes onto a chalkboard or dry erase board, especially rewriting charts or diagrams.</li><li>• Write questions in the margin of your notes so that you can quiz yourself later.</li><li>• Read over your notes while walking or exercising.</li><li>• Role-play. Pretend you are the professor explaining materials to students. Read and explain your notes and class concepts <i>aloud</i>.</li><li>• Compare notes with a classmate. This will help solidify important concepts and fill in any gaps in your own notes.</li></ul>
<p>How can I use my notes to study with classmates?</p>	<p><b><u>When Studying for a Test</u></b></p> <ul style="list-style-type: none"><li>• Use the questions you’ve written in your note margins to quiz yourself on the content of your notes.</li></ul>
<p>How can I use my notes to study for a test?</p>	<p>Most of all, make sure that you are doing what works best for you. Try different approaches and go with those that help you retain information. Your note-taking style may also depend upon the style which your instructor or the content is being covered, so you may adjust your method for each class.</p>
<p>What factors affect how I take notes for a class?</p>	

Based on the Cornell Note-taking System. For more Information:  
Pauk, Walter. How to Study in College. Boston: Houghton Mifflin, 2001. 236-241

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