



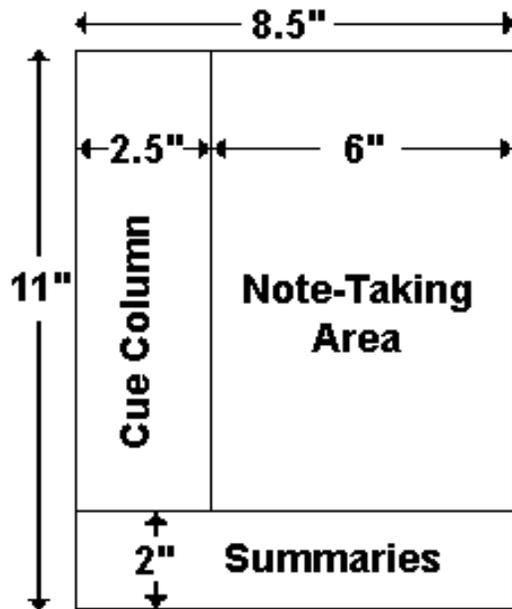
Note Taking Strategies:



Taking good notes in class involves many important skills such as –

- Identify the main ideas from the supporting details. (If you have difficulty with this, make an appointment with the Study Strategies Desk 285-3779.)
- Keep different notebooks for each class.
- Sit up front and make every effort to remove distractions. *Try to sit away from people who may have their laptops open or who are texting.*
- Write on only one side of the page so that the back will be “file” space for information you may want to add in the future.
- Don't crowd your notes or try to write down everything the professor says.
- Number and date your pages.

- Widen the margin on the left side of your notes for key words, dates, acronyms, questions you may have related to the main body of your notes.
- Take 5 minutes after class to write a summary of the day's lecture at the end of your notes. See *diagram of the Cornell System as shown below*.



- Take 5 more minutes after class thinking about the lecture and add information to your notes to clarify them.
- Carefully observe your professor. What does your teacher do to stress important information --- *Raise his/her voice? Repeat information for emphasis? Get quiet to let you think about information?* All these behaviors may indicate important information.
- Be an active listener in class. *Ask yourself what the key points are for the last 10 minutes in class. What information was alluded to that you may need to clarify on your own time? How can you tie*

the new information to known information? If you stay actively engaged in class, this becomes a valuable study time.

- Try using a tape recorder in class. If things seem to be moving very quickly in class and you are having difficulty writing notes and listening, try taping the lecture. This relieves some pressure because you know you've captured the lecture on tape. However, if you tape the lecture, go back over the tape and fill in your notes soon after class. Don't procrastinate and wind up with a stack of tapes you haven't listened to.

BE PROACTIVE ABOUT GETTING HELP RATHER THAN REACTIVE AFTER IT IS TOO LATE!!!