



Note Taking

Process

- To take effective notes, a student must make a determination as to what is most important. This is a learned skill where a student condenses a larger piece of information into a smaller snippet of meaning.
- Don't be afraid to ask the teacher to repeat something you missed in your notes
- Don't be too brief with content when taking notes
- Fine tune the structure and organization of your notes to increase your note-taking speed and comprehension
 - start each lecture on a new page with date and page number
 - write on one side of the paper only
- Take and keep notes in order and in one place. They should always be dated.
- Mark most important material with special code that you develop.

General Information

- Verbatim note taking is the least effective way to take notes. Active thinking is taking place when notes are written in your own words. Encourage students to personalize their notes, using sketches, diagrams, color codes, idea webs, or other approaches that make sense to them. What matters most is that students take notes that are accurate and useful to them.
- Notes should be considered a work in progress. Once students initially take notes, they should continually add to the notes and revise them as their understanding of the content deepens and sharpens. Space should be left in the notes for this.
- Teacher prepared notes provide students with a clear picture of what is important, how ideas relate and offers a model of how notes might be taken. This is effective when used in conjunction with students taking notes independently.
- Different students might prefer different note-taking formats. Consequently, it is advisable to present students with a variety of formats. Many formats can be found with a Google search or you can make up your own.

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General Information Continued

- Compare—keep your notes handy when you're doing your homework.
- Re-copy—depending on how neat your handwriting is, you may want to recopy your notes. You will likely be able to remember any words that are missing or illegible. Even neat note-takers may want to re-copy their notes. It is a great way to study if you do it without distraction.
- Compare notes with a classmate to make sure you didn't miss any important points.

Purpose/Benefit of Taking Notes

- The purpose of note-taking is simple, to make learning easier and deeper.
- The skill of being a proficient note-taker will only increase in importance as you enter high school and college.
- Notes are taken to use as an invaluable study resource. The teacher discusses the most important concepts in class. Your notes contain all this information. They should be reviewed regularly.
- Taking notes also helps you listen more carefully and increases your understanding of the material.
- Personal notes that are taken are easier to remember than any material written by another.
- Writing process itself involves active thinking and hence improves retention. Taking notes and recopying notes facilitates improved retention.
- Teachers give hints of areas that will be emphasized on the test. These hints may be in the form of direct comments, voice tones, repetition, items written down on board or underlined,These items must be included and emphasized within the notes.
- Do reading assignments or homework questions before class, it is easier to take notes when you know what the instructor is talking about
- Students often mistake understanding something in class as the same as remembering and explaining it later. The former doesn't necessarily mean the latter.

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