Tips for Taking Notes in Class

- Don’t try to copy everything down. Listen for cues & record key words, ideas or main points.

  **Cues may be:**
  - What the instructor writes on the board.
  - Lists that instructors discuss in class. Examples are lists of *reasons, places, causes, people, parts, steps, events, rules, characteristics*.

- Use abbreviations. Develop your own shorthand system so you will have more time to listen and understand.

- Ask questions about what you do not understand. If you do not want to interrupt the instructor, ask after class.

- Leave ample space in notes for editing or additions to amend missing details and spelling errors.

- Review & edit notes after class to increase accuracy and understanding.

  **When editing:**
  - Refer to textbook for clarification and more information.
  - Organize facts to show relationships between ideas.
  - Place heading & titles on different sections of notes to decrease confusion.
  - Highlight, underline, or use large print to reinforce key ideas.

- Sit in the class where you can see & hear the instructor.

- Reading the text assignments can make note taking easier. By reading the assignment, ideas or phrases will not be foreign to you.

- If writing the notes by hand, please be as neat as possible.

- Label the notes, for example: *PSY 110, March 23, 2008*.

- Number the pages of notes so student will not get pages out of order.