

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.