

Lecture Note-Taking

Before Class:

- Read the material that will be covered in the upcoming class
- Look over notes from previous classes
- Look at your course syllabus to see what point the class is at
- Meet with your instructor, SI leader, or tutor to clarify questions from your last class
- Get notes from any missed classes

During Class:

- Sit where you can hear clearly and are free from distractions
- Stay involved in class, ask questions, and take part in discussions
- Focus on what points the professor is making, rather than writing the entire presentation word for word
- Take notes in different colors
- Keep alert for and highlight points your instructor emphasizes by means of verbal cues. Watch for lists such as "the following 5 steps" or "the 4 major causes" and for summaries signaled by words such as "consequently" or "therefore."
- Add examples provided by the professor in order to jog your memory later
- Take too many notes rather than too little
- Use abbreviations and symbols to save time

After Class:

- Review notes within 24 hours of class
- As you read your notes, underline, highlight, or mark main points or important points you will want to give special attention to when you study the material again for the exam
- Some students benefit from rewriting their notes, some do not. Experiment with what works for you. Make sure to contemplate and understand your notes as you rewrite them.
- Connect concepts by writing a summary at the end of your notes
- Highlight key words
- Discuss notes with classmates or tutor
- Make a habit of reviewing notes on a regular basis (ex. once a week, after each class, every night, whatever works for you)

Do you write too much or too little?

Too Much	Too Little
• The professor says a lot of important things during the lecture, but you don't need to write every single word • Are you spending too much time writing words or titles that you don't need to? Try using acronyms and symbols	• If you aren't actively taking notes, you might miss important information • Write down important notes even if it is just one word, you can look it up later and remember why you wrote it

Write it down if the speaker...

- Repeats a concept
- Writes an item on the board
- Points or gestures to important concept
- Changes tone of voice to indicate importance
- Makes direct reference to the book
- Gives a specific example
- Slows down when explaining a concept

The Five “R”s

Record - Write all meaningful information down during the lecture.

Reduce - After the lecture, summarize ideas with keywords. Clarify meanings and connect ideas.

Recite - Recite all the information in your own words.

Reflect - Think about your own ideas as you review your notes. Ask yourself questions as you try to understand the content.

Review - Before looking at new notes, take time to review notes from previous classes.