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.

