



Note Taking

LEAP

Why Take Notes?

- Helps strengthen listening skills
- Helps to keep you actively engaged in the class lectures
- Creates a timeline on which the information is being provided
- Reinforces the information being provided so that you can actually learn it
- Provides a written guide to follow when studying
- Creates a visual aid to assist through the studying process
- It makes the studying process much easier, note taking is known to help you retain the information better

Preparing to Take Notes

- Complete reading and homework assignments before class
(It helps give you an idea of what topics to expect before class even starts!)
 - Minimize the need to take unnecessary notes
 - Focus on new terms and concepts
- Review notes from previous lectures
 - Familiarize yourself with previous concepts
 - Develop questions to ask in class
 - Keeping previous lectures fresh in your mind makes it much easier for you when exam time comes around
- Come to class on time and prepared
 - Sit in the front of the class
 - Bring paper and writing utensils or a laptop
 - Print out lecture notes available online

Tips for Note Taking

- o Don't write down every word the professor says
 - o Instead, take notes while reading the chapter and use the class lecture to add more information to your notes
- o Use the notes the professor posts online: print them, bring them to class, and add more notes.
 - o Write things in your own words so that you can remember
- o Understand the concept before writing it down to avoid any mistakes
 - o Listen to students' questions and professors' answers
 - o Ask them to repeat if necessary

Tips for Note Taking

- o Begin each new class with the date and a title
- o Leave space between notes so you can go back and add to them
- o Use loose-leaf paper and a 3 ringed binder
 - o Can easily add additional information if needed
 - o Avoid taking notes on the back side of the paper
- o Listen for exam questions during the lecture
 - o Repeated points, excited tone, etc.
 - o Mark it as important
 - o Asterisk, exclamation point, underline, highlight, circle, etc.

Note-Taking for Online Learners

o Active Reading

- o Make notes as you go along and add relevant examples that can help you understand the material
- o If you encounter key words or phrases that are unfamiliar, make note of them so that you can go back to understand them better
- o Think about the way all the material “cross references” with the rest of the material

o Use Diagrams

- o Or create tables to help improve your understanding
- o Mind maps help you draw connections between key points and ideas
 - o write a key theme in the middle of the page and branch out from there, adding key points and concepts that relate to each other

Note-Taking for Online Learners

o Audio-Visual Material

- o Online courses don't usually require face-to-face lectures so note taking is going to take a different approach; however, think of it as an in-class lecture and only write down the key points and themes from the material

o Note-Taking Software (one example of many programs)

- o NoteScribe is a great note taking software for: creating, storing, and organizing notes on your computer
- o You can also link sources, share notes with your peers, and attach files such as images, audio, video, spreadsheets, and PDFs
- o NoteScribe also has a calendar to help keep you organized. Here you can input your exam and assignment due dates and NoteScribe will send alerts to your email and/or phone to remind you!

o Reflecting on Material/Referencing

- o Remember to read over previous notes to keep the material fresh in your mind
- o When writing a paper, remember to summarize the course material in your own words **AND** reference the author to avoid plagiarism

Tips for Note Taking

o Write clearly and use abbreviations when possible

Against	vs		For example	e.g.		Introduction	Intro
And	+		That is	i.e.		Maximum	Max
Parallel	//		Primary	1 ^o		Minimum	Min
Association	Assoc		Secondary	2 ^o		Technology	Tech
Department	Dept		Percent	%		Therefore	\
	Equals	=	Organization	Org		With	w/
Government	Govt		Should have	s/h		Without	w/o
Individual	Ind		Should not	s/n		Money	\$
Information	Info		Should be	s/b		Number	#