

- Notice words that signal a change of direction: **but, however, on the other hand.**
- Be an attentive, not a passive listener.
- Ask questions and discuss if it's permitted. If not, jot questions in your notes.
- Avoid side-tracking the speaker.
- Use contractions and abbreviations.

AFTER TAKING NOTES

- After class review and reword your notes as soon as possible. Try to do it right away or at least within 24 hours from attending the lecture.
- Think thoroughly about the material you are recopying.
- Rewrite incomplete notes in greater detail.
- Fill in gaps as you remember points heard but not recorded.
- Find answers to any questions by looking in the textbook and by asking your instructor or a classmate.
- Compare notes with other students or with a study group.
- Formulate several generalized test questions based on the material.



Recruitment, Retention, & Tutorial Services

Charleston Campus - 651-7367
 Cheyenne Campus - 651-2626
 Henderson Campus - 651-3103

Recruitment, Retention, & Tutorial Services



The Note-Taking Process



Charleston Campus - 651-7367
 Cheyenne Campus - 651-2626
 Henderson Campus - 651-3103

The Note-Taking Process

KEY FACTORS

Seating

Sit near the front and center, where vision and hearing are better. Avoid doorways and window glare.

Materials

Bring two pens and have a wide-lined spiral notebook with pockets for each class.

Label course, date, and topic clearly.

Before Taking Notes

1. Review your notes from before.
2. Review your reading assignment.
3. ALWAYS read assignments BEFORE class.
4. Don't let the personality or mannerisms of a speaker put you off.
5. Be ready to understand and remember.

METHODS FOR TAKING NOTES

The Outlining Method

It consists of listening and then writing points in an organized pattern based on space indentation. This method is usually best except for math and some science classes, such as physics.

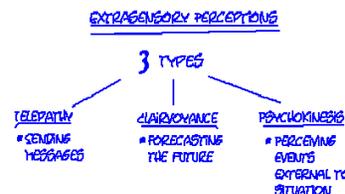
1. Place major points closest to the left of the page. Below each major point, indent the more specific group of facts or supporting aspects further to the right.
2. Labeling the indentations with numerals can be done but not necessary, as space relationships will indicate major and minor points.

XXXXXXXXXXXX (major)
XXXXXXX (supporting info)
XXXXXXXXXXXX (minor)
XXXXXXXXXXXX (next major point)

The Mapping Method

Mapping is a method that uses comprehension/concentration skills and relates each fact or idea to every other fact or idea. It maximizes active participation, affords immediate understanding, and emphasizes critical thinking.

1. Map or make a graphic representation of the content of the lecture.



PRACTICE the T.L.O.R. TECHNIQUE

TUNE-IN: Listening takes energy.

LOOK at the speaker. Mannerisms will give extra clues. Looking helps focus your attention.

QUESTION: Nothing will generate interest so much as an appropriate question. Listen. Be selective. Some things are more important than others.

REVIEW: Glance back over material from time to time to see if a pattern is emerging.

WHILE TAKING NOTES

- Get all the main ideas.
- Record some details, illustrations, implications, etc.
- Paraphrase.
- Underscore or use * to denote importance.
- Use other symbols: +, =, &, @ to condense information.
- Leave plenty of white space for later additions.
- Note speaker's organization of material.
- Pay attention to qualifying words like: **sometimes, usually, rarely.**