

HINTS FOR TAKING EFFECTIVE CLASSROOM NOTES

Adapted from: American Student Achievement Institute – Indiana State

1. Get a written record for each class.
2. Sit where you'll be seen, preferably toward the front.
3. Read assignments and outside material before the topic is discussed in class.
4. Record notes.
 - A. Use full-size, 8-1/2 x 11 paper.
 - B. Keep notes from each course together.
Loose leaf with pockets best; spirals with pockets 2nd best.
Tabs or dividers for both.
 - C. Date each day's notes.
 - D. Take notes on one side of the page.
 - E. Write legibly.
 - F. Abbreviate recurring terms; make a key.
 - G. Abbreviate common words.
& - and w - with ≈ - approx ∴ - therefore
≠ - doesn't equal, not the same ex. or eg. – example
< - less than > - more/greater than
 - H. Mark exam or due dates announced during a lecture.
5. Use modified outline form.
6. Watch for signals of importance.
 - A. Write down items on the board, overhead, power point, document camera, etc.
 - B. Always note definitions and enumerations.
 - C. Listen for words like "important," "main," "a chief reason," and "don't forget."
 - D. Note points that are repeated.
 - E. Listen for voice clues; notice gestures.
7. Write down at least one example for complex or abstract ideas.
8. Catch the details which connect or explain main points.
9. Use blank space to show:
 - A. Where material was missed. Make a note in the margin or insert ?.
 - B. Where one idea ends and another begins. Just skip 2-3 lines.
10. Ask questions if you're confused.
11. Take notes during discussions.
12. Do not stop taking notes until class is truly over.
13. Go over your notes as soon as possible after class.