

TRIO

There are many reasons for taking good notes in class. List three you can think of.

- 1.
- 2.
- 3.

Did you include the following?

- Making yourself take notes forces you to listen carefully and test your understanding of the material.
- When you are reviewing for exams or essays, notes provide a guide to what is important.
- Writing your own personal notes is usually easier to remember than the textbook.
- Writing down important points helps you remember more than if you hadn't written them down.

Instructors usually give clues to what is important to take notes on. Can you think of two?

- 1.
- 2.

Did these come to mind?

- Material on the whiteboard or PowerPoint slides
- Things they repeat
- Things they emphasize (by tone of voice, gesture, slowing down their rate of speech)
- Word signals ("There are two points of view on..." "The first reason for this was...")
- Summaries given at the end of class
- Reviews given at the beginning of class

Now watch the seven-minute video below that describes some of the most popular note-taking methods.

<https://youtu.be/AffuwyJZTQQ>

Which method can you see yourself trying? Why? (Don't answer, "Because I think it'll work best for me.")

Here are more helpful suggestions.

- Be brief. Never use a sentence when you could use a phrase. Never use a phrase when you could use a word.
- Use abbreviations and symbols but be consistent.
- Put the date on your notes and number the pages.
- Ideally your notes will be correct and readable the first time. However, if not, re-write your notes so you re-learn the material in a neat and readable way.
- Use highlighters in the book and on your notes to signal "You need to know this!"
- Go to class with a positive attitude; you'll be open-minded and ready to learn.

In order to take effective notes, what is one important thing you must do before each class?

And what is one important thing you must do during each class?

Hopefully, you recognized that before each class you must read the assignment, do the homework, or complete the problems. If you don't do those things, you will definitely feel lost.

And hopefully you recognized that during each class you must listen carefully and pay attention. It's also extremely important to participate in class discussions, contribute to the class, and ask questions!

More helpful hints:

- Don't write down every word the instructor says; you have to listen for key points and main ideas.
- Think before you write something; will it be of real value to you later?
- While you're waiting for class to start, review the notes you took from the previous class. You'll be ready for the discussion and it will stick in your memory.
- Silence your phone, put it away, and make eye contact with the professor. Truly, TRULY listen.