

## **NOTE-TAKING AND IN-CLASS SKILLS**

- ✓ **Listen actively!**
  - If possible think before you write - but don't get behind.
- ✓ **Be open-minded about points you disagree on.**
  - Don't let arguing interfere with your note-taking.
- ✓ **Raise questions if appropriate.**
- ✓ **Develop and use a standard method of note-taking including punctuation, abbreviations, margins, etc.**
- ✓ **Take and keep notes in a large notebook.**
- ✓ **Leave a few spaces blank as you move from one point to the next** so that you can fill in additional points later if necessary. (Your objective is to take helpful notes, not to save paper.)
- ✓ **Do not try to take down everything that the lecturer says.**
  - It is impossible in the first place and unnecessary in the second place because not everything is of equal importance.
  - Spend more time listening and attempt to take down the main points.  
  
\*\* If you are writing as fast as you can, you cannot be as active a listener. (There may be some times, however, when it is more important to write than to think.)
- ✓ **Listen for clues as to important points, such as:**
  - Transitions from one point to the next
  - Repetition of points for emphasis
  - Changes in voice inflections, etc.
- ✓ **Try to see the main points and do not get lost in a barrage of minor points** which do not seem related to each other.
  - The relationship is there if you will listen for it.
  - Be alert to cues about what the professor thinks is important.
- ✓ **Make your original notes legible enough for your own reading.**
  - Use abbreviations of your own invention when possible.
- ✓ **Copy down everything on the board.**

- Blackboard scribble may be a clue to an exam item.

\*\*You may not be able to integrate what is on the board into your lecture notes, but if you copy it, it may serve as a useful clue for you later.

- ✓ **Sit as close to the front of the class.** There are fewer distractions and it is easier to hear, see and attend to important material.
- ✓ **Get assignments and suggestions promptly. Take initiative and ask questions if you're not sure.**