

# Keys to taking Good Lecture Notes

1

Record only the main ideas and a few details—only, a tape recorder can get every word

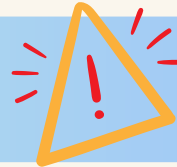


2

Use your own words for general notes, but copy definitions exactly.

3

Write in phrases - keep notes short. **CAUTION:** Be sure you can understand the notes later



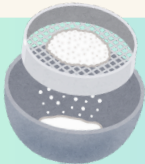
4

Be alert to introductions and summaries. Watch for transitions from one topic to another.



5

Listen for 'pointer words'... "three factors", "finally", "most importantly."



6

Sift material: Get one example rather than all five. You can always find additional support in the text.

7

Use abbreviations but be sure you will be able to understand them later.

**ASAP**

8

Leave a blank space if you miss something. Then check with the instructor or another student after class to fill in.

9

Get formulas, dates, graphics, and drawings down as they are given.



10

Put your "side comments" in brackets to separate your thoughts from the lecturer's words.

11

Use underlining and symbols, such as an asterick or star, to identify points that the instructor emphasizes.

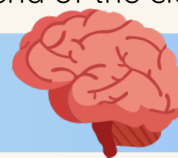


12

Don't be a clock watcher. Instructors cannot always pace themselves accurately, and may cram half of the lecture into fifteen minutes of the class. Pay close attention to the end of the class.

13

Review and edit your notes as soon as possible after class when the material is fresh in your mind.



14

As you read your notes, mark important points that you will want to give special attention to later when you study for the test.

