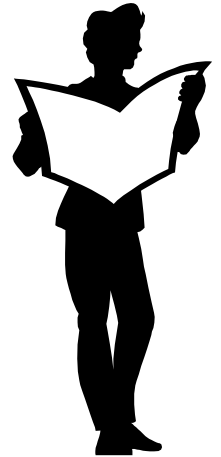


# Notetaking

## Be an Active Learner

- Attend all classes.
- Listen to the requirements for the course (i.e., how and when to get help from the professors) and write this down.
- Review the lecture notes from the previous class as well, so you won't waste time flipping through material in the middle of class.
- Read (or at least skim) the material before you go to class. You will understand the lecture better, and will be able to ask questions to clarify the points you don't understand. Plus, you won't have to take as many notes because you will know it is in the text.
- Sit close to the instructor as it allows for fewer distractions.
- DON'T be afraid to ask questions.
- If you get bored in lecture, don't doodle; flip through your previous notes. It may help generate interest and get you back on track.
- Don't watch the clock. Pay as close attention to the end of the lecture as you did to the beginning.
- Review your class notes as soon as possible, and fill in any material that you missed. Ask another student or your instructor to help fill in the gaps if you think you missed any important points.



## Structuring Your Notes

- Date and identify each page of notes.
- Write legibly on one side of the page only.
- Take notes in phrases, not paragraphs.
- Use your own words instead of trying to record your instructor's exact words, except when it comes to definitions of technical terms.
- Use underlining or symbols, such as an asterisk or star, to identify points that your instructor emphasizes.
- Separate your own thoughts from those of your instructor. Writing down your own ideas, examples, and questions is an excellent way to keep alert during a lecture. For obvious reasons, however, you should bracket or otherwise label these as yours, not your instructors.
- Leave sufficient space to clarify and expand your notes later on.

## What to write

- Copy everything on the board, but don't write ONLY what's on the board. If it's on the board the instructor thinks it's important. Make sure you have a context for what is on the board, and of course, not everything the instructor thinks is important ends up on the board.
- Listen for points emphasized by means of repetition, writing on the board, extended comments.
- Listen for points emphasized by means of verbal clues. Watch for enumerations such as "the following five steps" and summations such as "consequently" and "therefore."
- In class and while reading out of class, be alert to potential exam questions and practice answering them.
- Be alert to questions the professor's comments may trigger from you; jot down questions as they occur to you in class.