

6. Note-Taking

In addition to being organized, taking notes is also a very important skill.

Good notes allow for easy studying. Here are some key points for note-taking in lectures or classroom activities:



- Use a dark pen (except for math). You'll need to be able to read your notes later. If you write in pencil, notes become smudged. If you make a mistake, put one line through the word(s) and move on.
- Date a new page or section for each class.
- Try to sit in class where you can pay attention to the teacher.
- Write down the key points and explain, in your own words, what the teacher is saying about them.
- When the teacher gives you a definition verbally, write down the word and look it up later in your textbook or in a dictionary.
- Don't miss the beginning of class. Teachers introduce new topics at that time and you'll want to know what you are learning that day. If you have to leave the room, try to do so during desk-work time.
- Don't leave before the end of class or you might miss the homework assignment. Write the assignment in your notes and transfer it to your agenda if there is time. If not, do this when you get home.
- Use pictures and abbreviations and symbols of your own devising. For instance, use "ex" for example or draw an eye to indicate "read more later."
- Look over your notes at the end of the day. Follow up as needed. Write down questions on your to-do list to ask the next day.