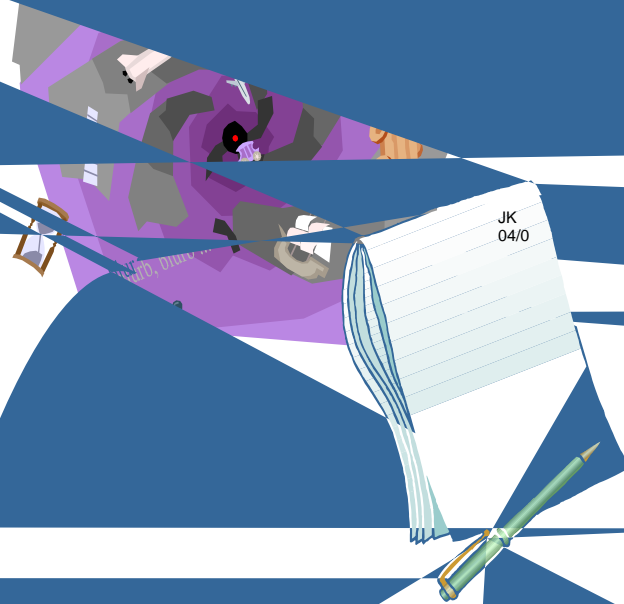


Tips on Taking Notes

Collect notes for each course in one place, in a separate notebook or section of a notebook.

- Write notes on one side of the page.
- Use a loose-leaf notebook rather than a notebook with a permanent cover to follow the pattern of a lecture by spreading out the pages.
- Write the name and date of the class on the first sheet for each notebook.
- Use a separate notebook for your notes. This will allow you to refer to and rearrange your notes.
- Do not perform manual activities that will detract from taking notes. Do not doodle or play with your pen. These activities break eye contact and concentration.
- Enter your notes legibly because it saves time. Make them clear.
- Use abbreviations.
- Box assignments and suggested books so you can identify them quickly.
- Mark ideas that the lecturer emphasises with an arrow or some special symbol.
- Pay close attention to transitional words, phrases, and sentences which signal the end of one idea and the beginning of another. Listen for words such as "therefore", "finally" and "furthermore." They usually signal an important idea.
- Take down examples and sketches that are presented by the lecturer. Indicate examples with "EX."
- Review your notes as soon as possible. Read through the notes and improve the organisation if necessary.
- Listening and note taking are SKILLS. The more you practice these techniques, the more skilled you will become.



Taking Notes in a Lecture

REALLY TRY TO USE AND IMPROVE THESE SKILLS

Soon you will be able to record the fastest lecturer to your satisfaction.

The information within this booklet has been gathered from workshops personal experience, colleagues, students and the internet.

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A Brief Summary

The following is a brief outline to help you prepare for taking notes in class. Lecture is used for both lecture and tutorial as is lecturer for lecturer and tutor.

Before the Lecture Begins

Make some preparation for the lecture so that you will be more likely to predict the organisation of the lecture.

CHECK THE COURSE OUTLINE to see if the lecturer has listed the topic or key ideas in the upcoming lecture. If so, convert this information into questions to be answered in the lecture.

BEFORE THE LECTURE, complete outside reading or reference assignments.

REVIEW THE ASSIGNMENT and any reading notes taken.

REVIEW NOTES from the previous lecture.

Sit as near to the front of the room as possible to eliminate distractions.

Have a proper attitude. Listening well is a matter of paying close attention. Be prepared to be open-minded to what the lecturer may say even though you may disagree with it.



During the Lecture

- Have your lecture paper and pencil or pen ready.
- Write down the title of the lecture, the name of the course and the date.
- Watch the speaker carefully.
- Listen carefully to the introduction (if there is one). Hear the lecture - by knowing the outline, you will be better prepared to anticipate what notes you will need to take.
- Be brief in your note taking. Summarise your notes in your own words, not the lecturer's. Remember: your goal is to understand what he / she is saying, not to try to record exactly everything he / she says.
- Try to recognise main ideas by signal words that indicate something important is to follow. Examples: "first, second, next, then, thus, another important..." etc.
- Jot down details or examples that support the main ideas. Give special attention to details not covered in the textbook.
- If there is a summary at the end of the lecture, pay close attention to it. You can use it to check the organisation of your notes. If your notes seem disorganised, copy down the main points covered in the summary. It will help in revising your notes later.
- At the end of the lecture, ask questions about points you did not understand.
- Don't be in a rush. Be attentive, listen and take notes right up to the point at which the lecturer dismisses you. If you are gathering together your personal belongings when you should be listening, you're bound to miss an important point - *perhaps an announcement about the next exam or coursework!*

After the Lecture

Revise your notes as quickly as possible, preferably immediately after the lecture since at that time you will still remember a good deal of the lecture.

During the first review period after the lecture, co-ordinate reading and lecture notes.

Review your lecture notes **AT LEAST ONCE A WEEK**. Review the lecture notes before the next lecture.