Tips For Good Note-Taking

1. Write down information the teacher writes on the board.

2. Listen for words that signal important information. For Example:
   - “Pay attention”
   - “Here’s an important point”
   - “I want to emphasize this”
   - “Here’s something you need to understand”

3. Listen for clues that tell you how many details will be listed. For example:
   - “There are three major themes in this story…..”
   - “The first thing you do is…..”

4. Put a question mark in the margin next to anything you are uncertain about, so that you can ask the teacher about it later, or look it up.

5. Use abbreviations that make sense to you.

6. Don’t worry about spelling. You can make corrections later.

7. Write on one side of the page, so that you can see all of your notes when you lay them out. You can also make changes, add or delete on the blank side of the page.

8. Put the date and subject at the top of the page.

9. Number all pages.

10. Look over and correct your notes as soon as possible after class. Put them in your own words.

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