

HOW TO TAKE GOOD LECTURE NOTES

1

Record only main ideas and general notes.
Write definitions as necessary.

2

Use short phrases when you can, but ensure you can still read them later.

3

Listen for 'pointer words' such as 'three factors', 'finally', and 'most importantly'.

4

Get one example down well rather than half copying all 5.

5

Use underlining and symbols, like an asterisk or star, to emphasize important information.

6

Pay attention to the lecturer, not the clock. Important information can be given at the end.

7

Review and edit your notes as soon as possible so the material is fresh.

8

When reviewing, mark concepts you need help with to ask your instructor.

9

Write down formulas, dates, and graphs as accurately as possible.

