

# Making Your Notes Effective

## While Taking Notes

### **DON'T TRY FOR A VERBATIM TRANSCRIPT**

- Get all the main ideas
- Record some details, illustrations, implications, etc.

### **PARAPHRASE**

- But remember that the speaker may serve as a model.

### **INTEGRATE WITH OTHER KNOWLEDGE YOU ALREADY HAVE**

- But don't allow preconceived notions to distort what you are hearing

### **USE FORM TO INDICATE IMPORTANCE OF ITEMS**

- Underline and star major points

### **LEAVE PLENTY OF SPACE FOR ADDITIONS**

### **NOTE SPEAKER'S ORGANIZATION OF MATERIALS**

- Organization aids memory
- Organization indicates gaps when they occur



### **BE ACCURATE**

- Listen carefully to what is being said
- Pay attention to qualifying words, like: sometimes, usually, rarely, etc.
- Notice signals that a change of direction is coming, like: but, however, on the other hand.

### **BE AN AGGRESSIVE LISTENER**

- Ask questions and discuss if permitted
- If not, jot questions in your notes
- seek out meanings. Look for implications beyond what is being said
- Relate the material to your other classes and your life outside of school

### **DEVELOP A SUITABLE SYSTEM OF MECHANICS**

- Jot down words or phrases, not entire sentences
- Develop some system of shorthand and be consistent
- Leave out the vowels in words
- Leave out small words
- use contractions and abbreviations
- Use symbols: +, =, @, &

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## After Taking Notes



### REVIEW AND REWORD YOUR NOTES AS SOON AFTER CLASS AS POSSIBLE

- You should consider this when scheduling classes
- Don't just recopy without thought
- Reminiscing may provide forgotten material later
- Rewrite incomplete parts or parts with little detail

## Note Taking Technique Examples

\*\*\*Your notes don't need to look aesthetically pleasing like these Pinterest examples! Do what works for you!

