Note Taking Tips

* Be prepared for class by previewing main points to be covered in class.
* Date your notes.
* Leave wide margins on each sheet for personal notes. Use only one side of each page.
* Record only main ideas. Don't write down everything.
* Listen to opening and closing comments.
* Listen for "buzz words."
* Write down repeated ideas.
* Watch for gestures and listen for voice changes.
* Take notes on material written on the board.
* Restate and summarize main ideas in the fewest words possible.
* Arrange main ideas under headings. Outline form is good.
* Write down at least one example under main idea headings.
* Call attention to important words or phrases. Underline, circle, put in caps, start boxes, etc.
* Use abbreviations or personal shorthand symbols.
* Get someone else's notes if you missed class, took messy notes, or could not concentrate.

The Five 'R’s of Note Taking

**RECORD:** Record as many main ideas and facts as you can. Don't write everything the instructor says. Use an organized method. Write legibly.

**REDUCE:** Immediately following the lecture, summarize (reduce) the ideas and facts concisely. Summarizing clarifies meanings, reinforces continuity, and strengthens memory. This procedure is a way of preparing for tests gradually and well ahead of time.

**RESTATE:** State the facts and ideas using your own words so that you will think about what the statements really mean. This procedure helps transfer the method to your long-term memory.

**REFLECT:** Think about your own ideas, opinions, and experiences in relationship to your notes.

**REVIEW:** Review the notes often. You will retain most of what you have learned through repetition.