

NOTETAKING



When Should You Note-Take?

- During Class Lectures
- While Reading Textbook Assignments
- During Class Discussions
- During Study Group Sessions
- While Reviewing Previously taken notes
- Any time you encounter relevant information

Why is Note-Taking Important?

- Keeps you actively involved and engaged while reading and listening to lectures
- Keeps you focused
- Provides study material for exams
- Transforms you from a passive observer to an active participant during class
- Serves as research references
- One of the Top Ten Professor suggestions for academic success here at UTPB

NOTE-TAKING TIPS

- Take notes in the instructor's words, but when you study, **RECITE** them in your own words
- Notice whether the instructors' lectures are taken directly from the text
 - If the lecture and notes coincide, refer to the book to add necessary and additional information
 - If not, take notes from the text and compare them to your lecture notes
- Leave blank spaces to add more information later
- Leave space between the main ideas and supporting details
- Take notes until the end of class
- Write legibly
- Use an adjusted writing style – combining cursive and print
- Use a tape recorder
- Write meaningful phrases
- When revising your notes, color-code them
- Write notes to yourself: See p. 147 of text for more details
- Exchange contact information with a reliable classmate
- Develop your own shorthand method –
- Shorten words by omitting vowels:
 - problem=prblm background=bkgd
 - o Use standard abbreviations in place of words: with=w without=w/o
 - o Use the first part of a word for the full word: sociology=soc kinship=K
 - o Add symbols, pictures, and drawings to your notes as you REVIEW.
Make them different sizes and colors