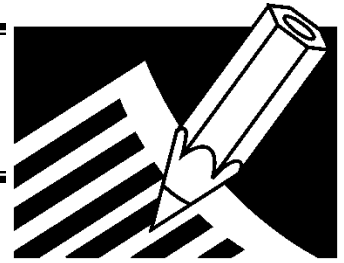


# NOTE-TAKING: Skills & Tips



## CONSIDER THIS:

Average student writes \_\_\_\_\_ word per second  
Average teacher talks \_\_\_\_\_ words per second

## Problem?

## WHY TAKE NOTES?

- You will \_\_\_\_\_ (facts & concepts)
- You will be able to \_\_\_\_\_ (organization & memorization)
- You will be better \_\_\_\_\_ (college and/or career skills)
- You will become a \_\_\_\_\_! (learning should be the main goal!)

**\*\*BE A BETTER LEARNER NOT A BETTER RECORDER\*\***

**\*\*TO BE A BETTER LEARNER – BE A BETTER LISTENER\*\***

## **POINT #1** – Don't \_\_\_\_\_

(a) During lecture/PowerPoint - Concentrate on \_\_\_\_\_: numbers, dates, terms, people, events

(b) During lecture/PowerPoint - Use \_\_\_\_\_ for middle words to cut down on your amount of writing

### COMMON ABBREVIATIONS

b/c= because	Intro= introduction
w/= with	$\Delta$ = change
w/out= without	cont.= continue
w/in= within	re:= regarding
+, &= and	esp.= especially
gov= government	Q= question
b/f= before	A= answer
*= important	bkgd= background

(c) During lecture/PowerPoint - \_\_\_\_\_ for word signals, repeated phrases, emphasis, summaries, conclusions

REALLY LISTEN TO WHAT IS SAID!

### **BETTER LISTENING TIPS!**

- FOCUS on what is being said not merely seen!
- FOCUS on key words and phrases
- FOCUS on your focusing!
  - Become aware of when you are getting distracted!
  - Purposefully redirect yourself back to what is being said!
  - Not an interesting subject? MAKE IT interesting!

(d) During lecture/PowerPoint - \_\_\_\_\_ about what is being taught and how everything connects

### LISTENING EXAMPLES of KEY PHRASES & WORDS

“For example...” “One example would be...”  
“This is an important point...” “Put a star by this...”  
“There are two points of view about this...”  
“The outcome of all this...”  
“Why do you think...”  
“The importance of this is/was...”  
“This will be on the test/quiz...”  
“In conclusion...” “Bringing it all together...”

## **POINT #2 – Organize**

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*YOU NEED TO Have your own system for writing notes, but that system needs to be organized & structured to help you better study & learn the material!*

What examples were given of note-taking styles?

## **POINT #3 – REVIEW your notes rather than cramming your notes**

Being able to copy down or cram things \_\_\_\_\_!

To know what you write down in class you need to \_\_\_\_\_.

### **TRY TO KEEP:**

- Looking over your notes \_\_\_\_\_.
- Spending about \_\_\_\_\_ a day if you can!
- Writing down \_\_\_\_\_ about your notes

### **KEEP FROM:**

- Waiting \_\_\_\_\_ before review  
– do within 24 hrs!!
- \_\_\_\_\_ notes, binders
- Just \_\_\_\_\_  
without reading them

**DEFINITELY DON'T** wait until the night before a test to have read over your notes!

**YOU ARE ULTIMATELY RESPONSIBLE FOR  
WHAT YOU LEARN!**