

# Taking Good Notes in Lectures

## ***Be Prepared To Take Good Notes***

*Why take notes? There are three basic reasons: to learn, for reference, and to keep you thinking. But taking good lecture notes isn't easy. Good lecture notes must summarize the main points, include the important ideas in your own words, and list the specific details needed for your purpose in this class. To be successful, you must make what you hear part of your own thinking.*

## ***Know Your Instructor's Style***

Does your instructor: 1) simply review the text, page by page, 2) use the text as a basis for lecture but add information from other sources, or 3) assign you to read the text—expecting you to read it on your own—and lecture from other sources? It's possible that your instructor will use a combination of these approaches during a semester, but your awareness of where lecture material is coming from is your first step in taking good notes.

Also consider the way an instructor organizes and delivers information. If you have an instructor start a class with, "Today we will discuss the three basic views of..." use that as a key to organize your notes as you take them. If, on the other hand, your instructor begins with an anecdote or some other illustrative material, you will have to write down ideas in the order the instructor delivers them and then spend time organizing them after class. Stay alert for cues your instructor gives you, such as changing voice pitch, rate or tone; writing information on the board; and using audiovisual material such as transparencies or computer presentations.

## ***Understand What You Write***

Don't try to be a human tape recorder—trying to write a complete transcript of the class is not good notetaking. Your notes should capture the main points and only those details you need for this specific purpose.

Your notes should be simple and in your own words whenever possible. Aside from complex concepts or specific formulas that you must memorize and therefore need to write/copy, always translate ideas into your own words. Include supplemental and text references your instructor gives; the additional readings will help you clarify your notes and the concepts that are covered.

## ***Take Your Notes The Same Way***

Use standard 8 ½ x 11 lined notebook paper. Title it with class, date, and whatever other information is needed to distinguish the notes you take in this class today from any other notes. Devise and use your own shorthand to make notetaking easier and stick to it. Remember that each note must be complete enough to be intelligible later. If you miss information, leave a blank spot in your notes and ask after class. Don't crowd information together. Leave room for extra information and put only one idea or item on a line.

## ***Make Notes On Your Notes***

Right after class, spend 5 – 10 minutes editing your notes. Fill in missing information, clarify abbreviations, and expand details. Annotate your notes—write key words in the margins:

1. Leave a 2-inch margin at the left side of each page of notes. Do not write in this margin while you are taking notes.
2. After you have edited your notes, annotate in the left margin with words, phrases, or questions that briefly summarize major points. These key ideas should also trigger your memory to help you recall the complete information.
3. To study, cover the lecture notes and look only at your annotations. Read the annotation and recall the information in your notes. Slide the cover and check yourself.

***A sample of annotated lecture notes is on the reverse side.***

For Lecture Notes

# Annotating with Key Words

	Melissa Student College Study Skills October 15 Page 1 See page 45 in textbook	} Standard Notes Heading
	<b>Taking Notes From Lectures</b>	} Lecture Topic
	My notes have to-	
Key Idea {	<b>3 Things</b> <b>Good Notes</b> <b>Must Do</b>	} Lecture Notes
	*1. Summarize main pts	
	2. List imp't ideas in <u>my own words</u>	
	3. Include significant details needed for this class	
	<b>Prepare To</b>	
	• Read text assgnmt before going to class	
	<b>Take Notes</b>	
	• Read last class session notes and handouts	
	• Predict topics for this lecture	
	To organize my notes I must know if the instructor:	
	<b>Instructor Style</b>	
	• Reviews text pg by pg?	
	• Uses text as base but adds (info) from other sources?	
	• Requires that I read text-lectures from other sources?	
	How a teacher can signal imp't (info)	} Consistent Abbreviations
	<b>4 Teacher Cues</b>	
	1. Changing voice pitch, rhythm, tone	
	2. Writing (info) on board	
	3. Using A-V materials-transparencies, etc.	
	4. Telling class directly that (info) is imp't	