Taking Notes  
(and getting the most out of them)

**Before class**

Complete the assigned reading/project before coming to class.

If available, print and review PowerPoint slides before coming to class.

**Where you sit is important:**
Position yourself in the front and center of the classroom.

Review notes from previous class before the instructor begins.
- What were the main points?
- How do the notes connect to today’s lecture?

Have the right materials ready before class begins:
- Good pen/pencil
- Notebook/folder devoted to the subject
- Clean notepaper

**Why Take Notes?**
It helps you concentrate in class
Your notes are often a source of valuable clues for what information the instructor thinks most important
Your notes often contain information that cannot be found elsewhere

**Different Notetaking Methods**

**Cornell Method**

<table>
<thead>
<tr>
<th>Cue Column</th>
<th>Summary Area</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Take notes here during class.</td>
<td></td>
</tr>
</tbody>
</table>

**Reading & Lecture Notes Together**

<table>
<thead>
<tr>
<th>Reading Notes</th>
<th>Class Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to class, take notes on your reading on one page.</td>
<td>During class, take notes from the lecture on the back of reading notes pages.</td>
</tr>
</tbody>
</table>

Combined, you will have notes from your reading and lectures in one place!

**TIP: A professor is about to make a main point when (s)he:**
- Pauses before or after an idea
- Uses repetition to emphasize a point
- Uses introductory phrases to precede an important idea
- Writes an idea on the board

Visit ACE for more helpful tips! www.housing.sc.edu/ACE
Notes are worthless unless you review them!

**Review** your notes within 24 hours to move the information from short-term memory to long-term memory. The best time to review is after the class. Take **10 minutes** to glance over your notes and clarify any unclear points, fill in abbreviations, etc.

**Create a mind map of your notes**

For some students, **re抄y**ng their notes is the best method of review. Try it!

For other students, **typing** their notes works great.

Incorporate PowerPoint slides into your recopied notes.

Once a week, review all of your notes from the entire week. This review should be longer, at least 30 minutes. By doing a **weekly review**, you won’t have to spend as much time studying when exams come around.

**Other notes on notes:**

**Label** (course title/number/lecture topic) and **date** all of your notes.

Use **standard abbreviations** when taking notes.
For example: Ex= example B/c = because Btw= between W/ = with

**Graphic symbols** are also great for notes, such as: *, ( ), [ ], + , = , # , @

Be aware of a wandering mind!
If you notice you are starting to daydream and are not paying attention to the instructor, refocus. Concentrate on your handwriting. Stretch your legs.

Notetaking is not just a school activity: In the “real world” you’ll take notes during meetings and as you work. If you learn how to do it well, you will succeed both in college and in your career!