How to Take Good Notes in Class

Here are a few good tips to share with your mentee. Students who take good notes in class have a much easier time studying for tests.

1. Be Selective: Do not write in complete sentences
- Speakers average 130 words per minute
- Note-takers write 25 words per minute

2. Use Shorthand: Reduce common words/phrases to symbols
- Learn/Use dictionary abbreviations
- Drop the last few letters of words—"approp" for "appropriate"
- Develop a code—eliminate connecting words
- Use "formula" statements": The diameter of the earth is four times greater than the diameter of the moon" , "Earth= 4x > diameter of moon."

3. Focus Upon Main Ideas: Use "significance statements"
- Identify Main Concepts
- Explain Main Concepts by stating why they are important

4. Recognize Relevance: Is information new or is it covered in the text?
- Read class assignments before class!
- To listen effectively, have a working knowledge of the topic

5. Write Down Questions: Identify areas that are confusing or unclear

6. List Examples: Concrete examples often are the best way to clarify complex ideas

7. Review Notes After Class: Map Your Notes
- *Group* concepts by category
- *Identify* connections among ideas and topics
- *Transcribe* notes into your own words

8. Use a Note-Taking Format: No need to organize material as you write

9. Have at least two pens/pencils for class

10. DO NOT MISS CLASS!

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From Take Stock in Children's <u>Toolkit</u>, p. 86