

# TWO DOZEN DO'S AND ONE DOZEN DON'TS

The twenty-four do's and twelve don'ts that follow are the warp and woof of note-taking. Weave them into a magic carpet of your own design and glide over all the rough spots of note taking.

## Do's

1. Look over previous notes before class. (Maintains continuity.)
2. Attend all lectures. (It's a continuing story.)
3. Be academically aggressive. (Sit up straight with rolled-up sleeves.)
4. Take a front seat to see and hear better. (You won't dare snooze.)
5. Use a large loose-leaf binder. (Gives ample room.)
6. Carry lined 8½ x 11 loose-leaf sheets to class. (Insert them into a binder afterward.)
7. Write on only one side of the sheet. (Can spread them out for review.)
8. On the top sheet, record the course, lecturer, and date. (In case of spill.)
9. Begin taking notes immediately. (Don't wait for inspiration.)
10. Write in short, telegraphic sentences. (Make them meaningful.)

11. Make notes complete for later understanding. (Don't just sit there puzzling.)
12. Use modified printing style. (Clear letters, not scribbles.)
13. Use the lecturer's words. (Lecturers like to see their words in exams.)
14. Strive to detect main headings. (As if you peeked at the lecturer's notes.)
15. Capture ideas as well as facts. (Get the drift, too.)
16. Keep your note organization simple. (Easy does it.)
17. Skip lines; leave space between main ideas. (Package the ideas.)
18. Discover the organizational pattern. (Like putting together a puzzle.)
19. If the lecture is too fast, capture fragments. (Jigsaw them together later.)
20. Leave blank spaces for words to fill in later. (Thus avoid voids.)
21. Develop your own abbreviations and symbols. (But not too many.)
22. Record the lecturer's examples. (If you don't, you'll forget.)
23. Identify your own thoughts in your notes. (What's mine? What's the lecturer's?)
24. Keep separate loose-leaf binders for each course. (Don't combine notes.)

## Don'ts

1. Don't sit near friends.(Can be distracting.)
2. Don't wait for something "important." (Record almost everything.)
3. Don't convert the lecturer's words. (Takes time and invites imprecision.)
4. Don't look for facts only.(See ideas,too.)
5. Don't give up if the lecturer is too fast.(Some is better than none.)
6. Don't stop to ponder.(Do so later in your room.)
7. Don't overindent. (You'll run out of right-side space.)
8. Don't doodle.(Breaks concentration and eye contact.)
9. Don't use spiral-bound notebooks.(Can't insert handouts.)
10. Don't consider any example too obvious.(Copy it!)
11. Avoid using Roman numerals.(You'll get tangled up.)
12. Avoid too many abbreviations.(Trouble deciphering later.)