**STAR Note Taking Strategy**

How to become a STAR at Taking Lecture or Book Notes

**S = Set Up Paper**

* Put Name, Class, Date in upper right-hand corner
* Write a title across the top of the page.
* Draw a line down the paper about one third in from the left.
* Sit up and get ready to take notes

**T = Take Notes**

* Paraphrase the text or teacher in the RIGHT column.
* Use selective listening to decide what’s important.

If the lecturer strays from the topic, DON’T write it down.

* Use whatever it takes to cue your own memory system.

Use color to help your brain LEARN.

* Use capitals, printing, underlining, arrow, pictures or symbols.

Develop a CODE that works to help you learn and understand.

* DON’T worry about spelling. You can check spelling later.

Be sure to check spelling later if it is an important vocabulary word or idea.

* Use ABBREVIATIONS that work for you. Develop your own shorthand.
* ASK QUESTIONS during the lecture and write down the teacher’s answer.

**A = After Class**

* Within 5 minutes of class ending, or as soon as humanly possible, edit your notes. Reread them looking for places to make additions, deletions, or clarifications.
* Use a highlighter to underline key ideas.
* Use sticky notes to make notes or to clarify important ideas or concepts.
* Fill in the LEFT-HAND column with QUESTIONS you need answered, symbols to help clarity or note importance and Memory Keys or links to trigger associations and ideas related to what was learned.
* USE COLOR and pictures!

**R = Review Notes**

* Review your notes regularly.

After class ASAP

Weekly- Review and see what you still understand and what you need to relearn.

Before a test

* Cover the RIGHT column and use questions from the LEFT column as a guide to recall information.
* REFLECT: Summarize the notes, rewrite and reinterpret the information so YOU better understand it.
* ASK questions if you still don’t understand something.

Adapted from G. Kirk, AVID Staff Developer (from Kathy Hallett)