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**Tips on Taking Notes**

Taking notes is a way to supplement your memory for when you prepare for exams. They also help you focus and pay attention in class.

1. **Designate a place for notes for each class**. You might purchase one notebook for each class or place loose leaf paper in a binder with tabs marked for each class.
2. **Complete the reading** before you go to class.
3. At the beginning of each class, **write the topic** for the day as well as **the date**. This will help you remember info when you review.
4. Only write down the **main ideas**. You are not transcribing what the professor has to say.
5. Write in **key words and phrases** rather than complete sentences. Think of your notes as if they are an “IM” to yourself.
6. Use a **modified print style**. This is faster than printing and easier to read than cursive.
7. **Use abbreviations & symbols.** You can abbrev. by using the first syllable or leaving out the vwls.
8. **Avoid using a strict outline format**. This will only slow you down.
9. **Be sure to write a note if** the speaker repeats information, changes intonation, or writes on the board.