

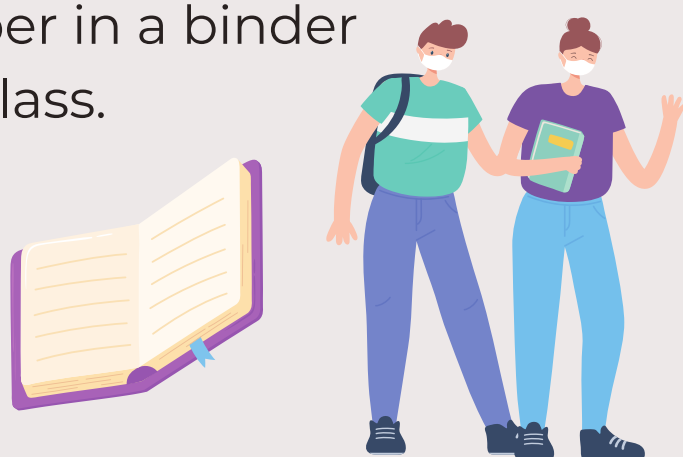


# TIPS ON TAKING NOTES

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.

## 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.



## Complete the reading before you go to class.

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.

Only write down the **main ideas**. You are not transcribing what the professor has to say.

Write in **key words and phrases** rather than complete sentences. Think of your notes as if they are an "IM" to yourself.

Use a *modified print style*. This is faster than printing and easier to read than cursive.

## Use abbreviations and symbols.

You can abbrev. by using the first syllable or leaving out the vowels.



## Avoid using a strict outline format.

This will only slow you down.

**Be sure to write a note** if the speaker repeats information, changes intonation, or writes on the board.