

STEPS TO BETTER NOTETAKING

One of the most important activities you'll engage in while attending courses is notetaking. Since most of your time in class will be spent listening to lectures and recording the instructor's main points, it helps to be a good notetaker. Use these tips to help you take better notes:

- Attend all lectures
- Take a front seat to see and hear better
- Use a large, loose-leaf binder
- Write on only one side of a sheet
- On top sheet, record course, lecturer, date and topic
- Begin taking notes immediately
- Write in short, telegraphic sentences or phrases
- Use lecturer's words
- Look for main ideas
- Skip lines, leave space between main ideas
- Keep it simple: avoid using Roman numerals
- Develop your own abbreviations and symbols
- Record examples and anything written on the board (or overhead)
- Don't try to write down everything
- Use a study partner to review your notes; what did he or she pick up that you missed?