Six Easy Tips for Taking Notes

1. Use an outlining format.
   *This keeps your notes clear and easy-to-read.*

2. Keep your notes brief.
   *You can fill in areas with more detail later.*

3. Listen closely to your professors.
   *What they write on the board, emphasize, and/or repeat, should be in your notes.*

4. Do your homework!
   *Then you will know what is more important.*

5. Be an ACTIVE listener.
   *Ask questions, make connections, have fun!*

6. Don’t worry if you miss something.
   *Just write down the key words and ask a friend about it after class.*

Taking notes is not going to give you a guaranteed “A,” but it will show your professor that you care and it will make you more familiar with the material which will help when studying for tests. Have fun with note taking, it will make your class go faster and it will help you in the long run!