Taking Notes Like a Pro
Why Should I Take Notes in Class?

- For most classes, a majority of the tested material is discussed in class.
- When reviewing for a test, in-class notes help show the important information.
- Writing information down in your own words helps you to remember the information.
- Taking notes shows your professors that you are listening to them, and that you care about the class. They will remember that.
The Basics

- Use separate notebooks and folders for each class. Stay organized.
- Be prepared for your class. Read the assigned pages and do your homework!
- Write down everything that the professor writes on the board.
- Pay attention in class!
Note-taking Tips

- Print out the PowerPoint to get familiar with the material before class.
- Listen *closely* to the professor. Write what he/she repeats and emphasizes.
- Voice recorders may help to catch information you miss, but do NOT rely on them.
- Make your notes brief.
- Use an outlining format. This keeps your notes neat.
Tips for Overall Success

- Get to know your professors. This shows you care. (Professors like that.)
- Sit in the “T”
- Ask questions if you don’t understand!
- If you miss some information while taking notes, write down the key words and ask the other students after class.
- Be an ACTIVE listener! It makes class fun.