Note Taking

LEAP
Why Take Notes?

- Helps strengthen listening skills
- Helps to keep you actively engaged in the class lectures
- Creates a timeline on which the information is being provided
- Reinforces the information being provided so that you can actually learn it
- Provides a written guide to follow when studying
- Creates a visual aid to assist through the studying process
- It makes the studying process much easier, note taking is known to help you retain the information better
Preparing to Take Notes

0 Complete reading and homework assignments before class
  (It helps give you an idea of what topics to expect before class even starts!)
  0 Minimize the need to take unnecessary notes
  0 Focus on new terms and concepts

0 Review notes from previous lectures
  0 Familiarize yourself with previous concepts
  0 Develop questions to ask in class
  0 Keeping previous lectures fresh in your mind makes it much easier for you when exam time comes around

0 Come to class on time and prepared
  0 Sit in the front of the class
  0 Bring paper and writing utensils or a laptop
  0 Print out lecture notes available online
Tips for Note Taking

0 Don’t write down every word the professor says
  0 Instead, take notes while reading the chapter and use the class lecture to add more information to your notes
0 Use the notes the professor posts online: print them, bring them to class, and add more notes.
  0 Write things in your own words so that you can remember
0 Understand the concept before writing it down to avoid any mistakes
  0 Listen to students’ questions and professors’ answers
  0 Ask them to repeat if necessary
Tips for Note Taking

0 Begin each new class with the date and a title
0 Leave space between notes so you can go back and add to them
0 Use loose-leaf paper and a 3 ringed binder
  0 Can easily add additional information if needed
  0 Avoid taking notes on the back side of the paper
0 Listen for exam questions during the lecture
  0 Repeated points, excited tone, etc.
  0 Mark it as important
    0 Asterisk, exclamation point, underline, highlight, circle, etc.
Note-Taking for Online Learners

0 Active Reading
  0 Make notes as you go along and add relevant examples that can help you understand the material
  0 If you encounter key words or phrases that are unfamiliar, make note of them so that you can go back to understand them better
  0 Think about the way all the material “cross references” with the rest of the material

0 Use Diagrams
  0 Or create tables to help improve your understanding
  0 Mind maps help you draw connections between key points and ideas
    0 write a key theme in the middle of the page and branch out from there, adding key points and concepts that relate to each other
Note-Taking for Online Learners

Audio-Visual Material
- Online courses don’t usually require face-to-face lectures so note taking is going to take a different approach; however, think of it as an in-class lecture and only write down the key points and themes from the material.

Note-Taking Software (one example of many programs)
- NoteScribe is a great note taking software for: creating, storing, and organizing notes on your computer.
- You can also link sources, share notes with your peers, and attach files such as images, audio, video, spreadsheets, and PDFs.
- NoteScribe also has a calendar to help keep you organized. Here you can input your exam and assignment due dates and NoteScribe will send alerts to your email and/or phone to remind you!

Reflecting on Material/Referencing
- Remember to read over previous notes to keep the material fresh in your mind.
- When writing a paper, remember to summarize the course material in your own words AND reference the author to avoid plagiarism.
Tips for Note Taking

- Write clearly and use abbreviations when possible

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