**Note Taking Tips**

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* **Read assignments before class.**
* **Attend lectures faithfully.**
* Use a three ring binder.
* Keep a separate binder or section for each course.
* Exchange contact information with a student in class in the event that you must miss a class.
* Record the name of course and the date on the first sheet of   each lecture.
* Use an effective note taking system (find what works for you).
* Use only the front of the page for lecture notes to integrate with reading notes.
* Review previous notes briefly but often.
* Copy everything the professor writes on the board.
* Keep notes short, neat, and to the point.  Always record the lecturer's examples.
* Sit up front in class.  Do not doodle.  You may miss something important!
* Use abbreviations.
* Leave blank for words, ideas or phrases you may have missed during the lecture.  See a classmate right after class for the missing information.
* Leave blank spaces.  This makes it easier to separate concepts when you are studying later.
* Mark ideas that are unclear.  Seek consultation with the instructor and/or tutor to be sure that you understand the concept.
* Be alert to cues.  Pay attention to ways the professor stresses importance:
  + Change in rate or volume of speech.
  + Listing or numbering points.
  + Writing on the board.
  + Use of audiovisuals.
  + Direct announcement.
  + Nonverbal cues.
* Use a symbol to mark ideas the professor emphasizes.
* Pay attention at the end of the lecture; the professor may cram information in as time runs out.
* Review notes as soon as possible after class.