



How to Take Notes

One of the most important study skills you can implement is to take notes. Taking notes helps you to retain what you have read or heard. It is a way to keep track of the most important information you need to know. Reviewing notes you have taken during class or while reading is also a more effective way of studying than having to reread entire passages of text. Taking good notes requires doing the following:

- Copy what the teacher writes on the board
- Paraphrase what the teacher says in your notes
- Use as much space to take notes as you need
- Review your notes every day
- Create your own abbreviations to make note-taking easier
- Be sure to write down anything that the teacher repeats
- Notice your teacher's verbal cues (i.e., "this is important")
- Highlight things you need to remember
- Write down examples your teacher gives
- Rewrite or type up your notes after class

Is there anything on this list that you don't currently do? If so, make it a priority to try it while you are taking notes in class this week.