



Note Taking Skills

DIRECTIONS: Put a check mark next to the things you **should do** when taking notes in class.

- Copy what the teacher writes on the board
- Paraphrase what the teacher says with your notes
- Highlight and underline everything you write down.
- 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")
- Don't write down anything you don't understand.
- Use as much space to take notes as you need
- Don't write down your questions, only what the teacher says.
- Don't write down any of your own thoughts or ideas.
- Highlight things you need to remember
- Write down examples your teacher gives
- Rewrite or type up your notes after class