

# NOTE TAKING TIPS\*

Research has shown that you forget information at a rate of 47% after 20 minutes and 98% after 4 weeks. Therefore, note taking is essential for academic success at any level. Note taking serves as a memory aid as well as an aid to focus your attention on a lecture, classroom discussion, or reading. Note taking can be a complex task. It requires you to simultaneously listen to, understand, recognize, and synthesize important ideas while retaining the ideas long enough to write them down quickly and accurately. The following is a **Three-State Strategy** to help make note taking an easier task

## PREPARING TO TAKE NOTES

- Have note taking materials ready: a notebook for each class and a writing utensil
- Determine note taking technique
- Review notes from the previous day
- Do all assigned reading
- Sit in front of the classroom if you have a choice. If you are assigned a seat in the back, ask the teacher for a place in front

## TAKING NOTES

- Date your notes
- Listen for a purpose
- Take notes in your own words using short sentences, fragments, phrases, and abbreviations
- Skip lines between new ideas
- Mark unclear ideas as well as emphasized information and major conclusions
- Leave blank spaces for information that was missed
- Note relationships, cause and effect
- Summarizing
- Copy any information from the chalkboard or overhead
- Note ideas and vocabulary you do not understand
- Highlight assignments

## AFTER TAKING NOTES

- Review notes every night. This is homework every day
- Fill in missing information
- Ask teachers for explanations of unclear information
- Write definitions for each unclear word or concept
- Rewrite notes to clarify understanding. This will also help you remember the information

\*These and other note taking strategies can be found in the **PILOT**