# Note-Taking and In-Class Skills

##### Objective: To learn how to take adequate notes and understand how this exam preparation is a necessary adjunct to efficient studying and learning in college

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| **Abbreviate** | * Use abbreviations of your own invention when possible * Develop and use a standard method of note-taking including punctuation, abbreviations, margins, etc. |
| **Ask Questions** | * Be sure to raise questions if appropriate for clarification * Ask questions to get assignments and suggestions precisely |
| **Be Open-Minded** | * Do not let arguing on points you disagree on interfere with your note-taking |
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| **Copy the Board** | * Write down everything from the board regardless * You may not be able to integrate what is on the board in your lecture notes at first, but it can serve as a useful clue for you later |
| **Listen Actively** | * Try to think before you write, but do not fall behind * Do not try to take down everything the lecturer says – it is impossible, unnecessary, and not everything is of equal importance * Spend more time listening and attempt to take down the main points * If you are writing as fast as you can, you cannot be as discriminating a listener * There may be times, however, when it is more important to write than to think |
| **Listen for Cues** | * Be alert to cues about what the professor thinks is important * Identify important points, transition from one point to the next, repetition of points for emphasis, changes in voice inflections, enumeration of a series of points, etc. * Many lecturers attempt to present a few major points and several minor points in lecture – the rest is explanatory material and samples * Try to see the main points and do not get lost in barrage of minor points that do not seem related to each other – the relationship is there if you listen for it |
| **Sit in Front** | * Sit as close to the front of the class as possible * There are fewer distractions and it is easier to hear, see, and attend to important material |
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| **Use Large Notebook** | * Large notebooks allow you to adequately indent and use outline form * The only merit to a small notebook is ease of carrying, which is not your main objective * Large notebooks allow you to leave a few spaces blank as you move from one point to the next so you can fill in additional points later if necessary |
| **Write Legibly** | * Make your original notes legible enough for your own reading * The effort required to recopy notes can be better spent in rereading them and thinking about them * Although neatness is a virtue in some respect, it does not necessary increase your learning |

http://www.ucc.vt.edu/stdysk/notetake.html