

TAKING LECTURE NOTES

What makes great notes? They're useful

How do you make your notes useful? Actively engage with the information

There are a lot of ways to take notes, it will be unique to each learner and each course.

Here are multiple ways you can leverage note taking to your best advantage:

PREVIEW

BEFORE LECTURE

- Consult the syllabus, What's the topic?
- What readings or assignments are expected?
- Cultivate Curiosity, What can you learn about the topic before lecture?
- Print out slides, overview chapter outline or do whatever preparation makes the most sense in light of the professor's lecture style.

ATTEND

DURING LECTURE

- Date and title lecture at top of notes.
- Become an active listener, note what is emphasized and repeated.
- Pay close attention towards the end of the lecture. Instructors will sometimes try to cram half a lecture in the final 10 minutes.
- Whether you write everything down, listen intently while your record the lecture to note later, or summarize and outline main points—there is no exact way. Focus on thinking strategically about the content—no matter the style of the notetaking.

REVIEW

AFTER LECTURE

- Review immediately or same day of lecture.
- Consolidate the ideas by summarizing the main points and relevant details of the lecture.
- Predict “test questions” in the margin to prompt yourself to recall details in the way you will be tested.

STUDY

STUDYING WITH NOTES

- Create flashcards/Quizlets based on the content
- Highlight main ideas – then cover your notes and ‘explain’ the content to yourself as if you were teaching someone the information
- Re-write your notes from memory
- Cross reference your notes with the class readings, note what is similar and what is different

ASSESS

REFLECT ON YOU NOTES

- Are you capturing enough during lecture? (do you need to record lectures?)
- Are your notes good study tools? (what would make them better?)
- Are you revisiting your notes often enough? Review will SAVE you time

LECTURE NOTES

ACTIVELY ENGAGE WITH INFORMATION

NOTES

For: Recording Lectures

When: During Class

CUES

For: Main Ideas / Diagrams / Questions that connects to points / Prompts to help you study

When: Before Class / During Class / After Class

SUMMARY

For: Top-Level Main Ideas / Quick Reference

When: Before Next Class (review)