



Note-Taking Tips

Note-taking: a skill that can help you do well on your schoolwork. Note-taking gives your mind a chance to absorb the material it needs to learn. Here are some tips on how to take good notes in your classes.

1. Write down key facts-- If your teacher writes notes on the board, copy them down. If not, write down the most important points from class. Examples include:

- Specific dates of key events
- Examples of literary techniques
- Mathematical formulas or Scientific equations

It can take some experimenting to figure out what information really is helpful. Different teachers do things differently. For example, a teacher may discuss lots of dates and facts in class but only write key events on the board. Others may not write anything down, but they repeat a certain date or piece of information. That's a clue that it's most likely important. After a while, you'll be able to figure out a teacher's style.

2. Don't overdo it-- Don't try to write down everything you hear; you may miss key points while trying to write down non-essential information. Write down a few key points, then going over the material later when you have more time.

3. Ask-- Ask the teacher to repeat anything you miss.

4. Compare-- Use your notes while you are working on your assignments to make sure you are getting the information correctly. You may add to your notes as you do your work if you discover an important concept you missed.

Compare your notes with those of your friends to make sure you are writing down the important facts

5. Copy Your Note-- If you write your notes in a hurry during class, may want to copy your notes over a soon as you have time in order to be able to read them.

6. Organize--Keep notes for each subject in one place so you can find everything easily when it comes time for a test. A notebook or section of a notebook for each subject as you take notes in class is a good idea.

7. Take Time to Study your Notes-- *“Good note-taking requires extra time and organization. It may help if you think of the time you spend reviewing notes as an investment. For example, if you decide to recopy your notes each evening, you'll probably have less time to watch TV or IM friends. But you'll save time later when it comes to studying for the actual test.”*

(adapted from kidshealth.org)

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