

## Taking Notes in Class

Learning how to take good notes in class is an important part of study preparation. The information provided and topics covered by your teacher are what you will be studying. If you don't take good notes in class you won't know what to study once class is over.

There are three steps you can follow in order to take good notes in class:

### 1. Prepare to Take Notes Before Class Begins

- **Review your notes** from the previous class. Since your teacher will build on your notes from the previous class period it is important that review these notes so that you can understand the new concepts being taught.
- Make sure that you have **plenty of pens, pencils, highlighters, and paper** for taking notes.

### 2. Take Effective Notes during Class

- Stay **focused**. If you're not paying attention, you will miss important information that you need to be writing down.
- You want write down **main points** that your teacher discusses, but you don't want to write down every single word. Listen for "signal statements" such as "The most important point is...", "Don't forget that...", "Remember that...", or "The test will include..." When you hear these statements, you'll know that you need to start writing.
- Write down **anything your teacher writes on the chalkboard** or repeats several times. Make sure to write quickly so that you can cover all the important topics in your notes. You may also consider abbreviating certain words in order to save time. For example, instead of "percent," use the % sign. Instead of writing "United States," write U.S.
- If you get behind or don't understand a concept **make a mark on your paper to remind you to come back and review** the subject in more detail. Keep taking notes and keep up with the pace of your teacher.

### 3. After Class is Over, Rewrite Your Notes

- Rewriting your notes will give you the opportunity review concepts the were difficult to understand while they're still fresh in your mind
- Change abbreviated words into complete words if you need to do so.
- Review your marks for info that you didn't understand and ask for help if you need it. Answer any questions you had in class.

*Writing effective notes will help you prepare for tests and learn more in the process!*