

TIPS ON GOOD NOTETAKING

When you sit down for your study, homework or assignment, your notes are going to make all the difference. Good notes will speed up the task, poor notes will make it that much harder.

Lecture and classroom notes are a valuable tool in the study process. Not only will they be a good source of information, they'll also remind you of what you thought was important when you were actually there. So, develop a systematic approach, and your learning experience will be so much easier.

- ✓ Have a good, large notebook with hard covers that you can lean on as you write
- ✓ Take several pens with you and a highlighter
- ✓ Abbreviate words: find ways to abbreviate common words, such as an underlined 'w' for with, or use standard abbreviations such as '%'
- ✓ Have a clear heading at the top of the page with the subject of the class or lecture, and the date
- ✓ Keep the left-hand margin clear, and add comments in - such as a question mark if something needs following up or is not clear
- ✓ Use your highlighter to highlight key thoughts
- ✓ Rewrite your notes afterwards - type them up so you can read it easily later
- ✓ Re-read your notes before the next class or lecture on the same subject.