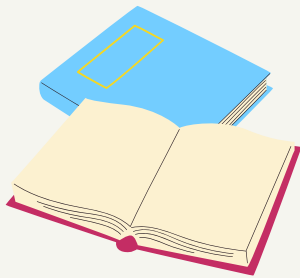# NOTE TAKING 101

WHY IS NOTE TAKING IMPORTANT?

ATTENTION AND UNDERSTANDING

- Taking notes helps you pay attention and concentrate
- Taking notes helps you remember key points
- Taking notes helps you understand connections between ideas
- Notes are useful tools for preparing for assignments and exams
- Note taking is a useful life skill

BEFORE

TAKE NOTES ON YOUR READING

- Take 5 minutes to skim your reading - look at headings, topics, and key points
- Read the text, section by section
- After each section, write down keywords and major ideas *in your own words*
- Write down any questions you have
- Bring these notes with you to class
- Print any slides or notes provided by the instructor

DURING

TAKE MEANING-BASED NOTES

- Write notes in your own words - aim for comprehension over transcription
- Draw diagrams, tables, arrows, etc., to show connections between ideas
- Write in shorthand to save time
- Pay attention to what the the instructor says - not just what is on the slides
- Take notes on student comments & questions, as well as expectations for assignments and exams
- Add examples & explanations to the key terms/ideas notes you took before class
- Mark areas where you have questions

AFTER

REVIEW, REVISE, REPEAT

- Review your notes the same day to add in details, explanations, and summaries
- Compare your notes to your classmates' and add in missing details
- Rewrite/type your notes a few days later
- Turn your notes into a diagram, chart, study guide, or mock test
- Use your notes to teach someone else!

MORE TIPS: WWW.SPRINGFIELD.EDU/ARC