

Super Charge Your Education!



NOTE TAKING

Tools:

First, you need a good place to take notes. Every class should have its own notebook or binder for notes and a folder for handouts. **1 class = 1 notebook or binder and 1 folder.** Every note you take in class and every piece of paper the instructor hands you goes in the correct notebook or folder. Always have your notebook and folder with you in class.

Know Thyself:

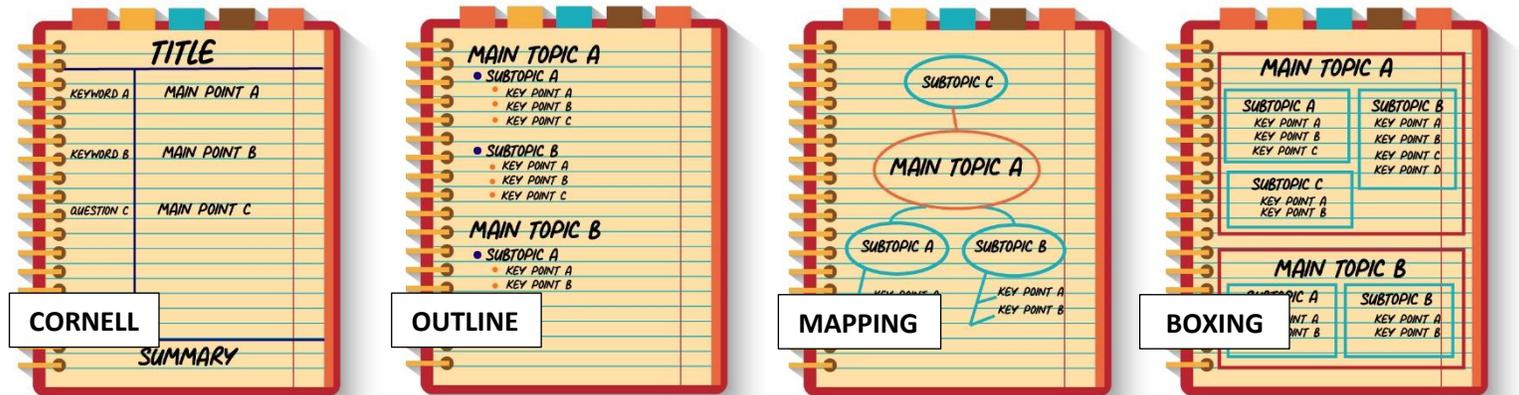


Taking notes on a laptop is great if you will not be tempted to get off task. If you won't be able to resist the temptation to do other things on the laptop while the teacher is talking, don't even bring your laptop to class. Besides, handwritten notes are better for passing the test.

Also, taking a picture with your cell phone is a bad idea for many reasons: 1) You won't ever get the picture off your phone and into the proper place with all the other class notes. 2) You may never look at it again, in fact. 3) You won't remember what you took a picture of. **You phone might retain it, but you won't!** The quick way is often not the best way, and in this case that is definitely, *definitely*, true. You have paid approximately \$60 to be in class today, so BE in class and take full advantage of the information you are getting by taking handwritten notes.

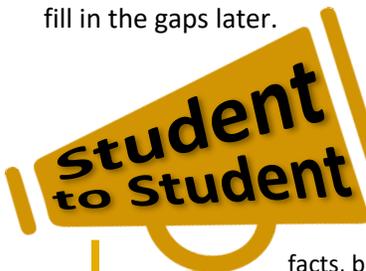
Note-taking systems:

You need a system to keep your notes organized. First, **always title and date your notes.** This makes them much easier to find when you are studying for the test. Next, develop a system to keep your notes organized. Here are some suggestions:



Note-taking Hints:

- Attend classes. Getting notes from a friend is not as good as taking them yourself.
- Do assigned reading before class so you won't be lost and can take good notes.
- Write legibly. If you can't write fast enough to keep up with the instructor, develop an abbreviation system, get a note partner and compare notes after class, or get permission from the instructor to record the lecture while you are taking notes and then fill in the gaps later.



Color coding! I use multiple colors when I write, and organize the colors based on what is the most important information (green is for important research/theoretical facts, blue is for the topic of a section, yellow is for numbered/bulleted lists, etc.).
 –Senior education major & ARC tutor

- Develop your own system for emphasis such as with a star, arrow, box, etc.
- Leave space in your notes to separate main points from each other.
- Use abbreviations ⇒

abt	about	intro	introduction
alt	alternative	=	is, are
&, +	and	≠	is not
etc	and so on	<	less than
~	approximately	max	maximum
→	as a result	min	minimum
@	at	\$	money
avg	average	#	number
b/c	because	/	or
b4	before	orig	original, originally
b/w	between	ppl	people
ch	chapter	prob	probably
↓	decrease, lose	" "	same as above
diff	difference	s/o	someone
ea	each	s/t	something
esp	especially	s/w	somewhere
excl	excluding	i.e.	that is
vv.	extremely	tho	though
ex, e.g.	for example	thru	through
govt	government	vs	versus, against
>	greater than	v.	very
☆, *	important	w/	with
incl	including	w/i	within
↑	increase, grow	w/o	without
info	information	yrs	years

References

Gooi, F. (2019). The 5 types of note-taking methods you need to learn. *The Global Scholars*. <https://theglobalscholars.com/2019/04/08/the-5-types-of-note-taking-methods/>