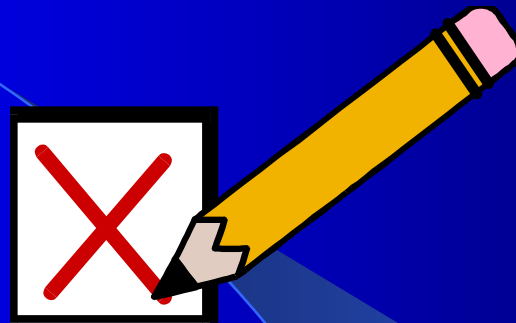


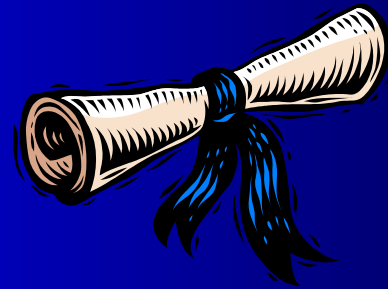
Taking Good Lecture Notes



Debra St. George

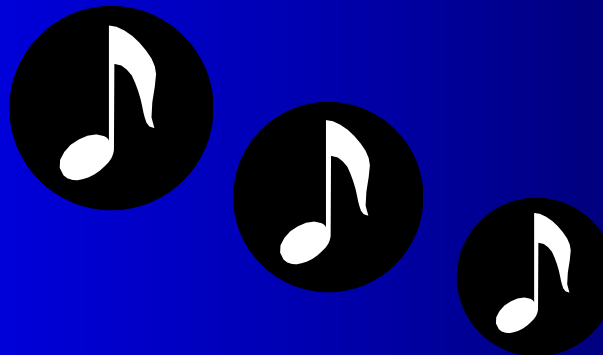
WHY ?

- Important asset in test preparation
- Need to have the facts to review information



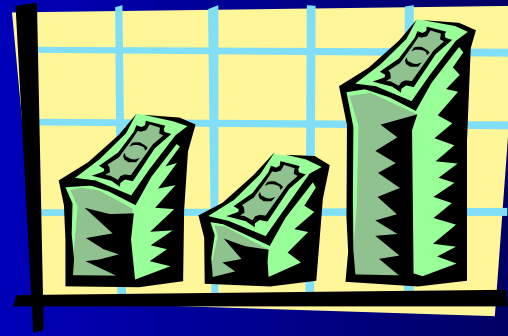
Good Lecture Notes Must:

- Indicate main points of the Lecture
- Relate detail to the Main Points
- Enrich the Content
- Present a Neat, Attractive Appearance

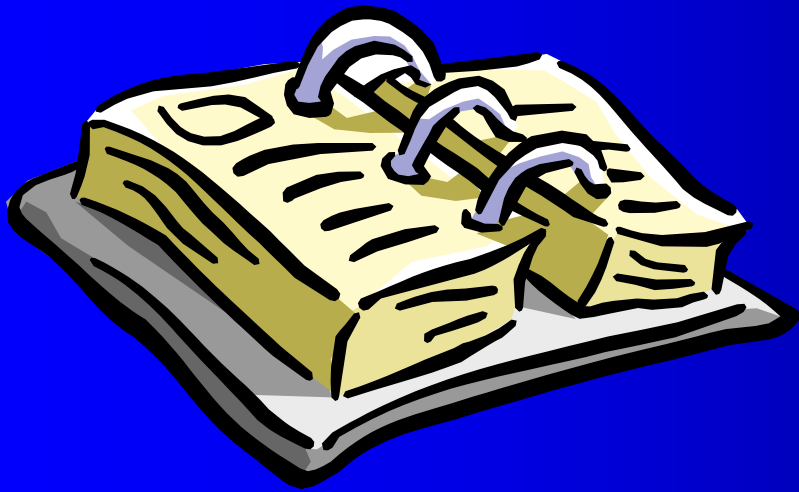


HOW ?

- Prepare a minimum of 2 hours outside of class for each lecture hour
- Know the subject of each lecture before you walk in the door
- Look over main headings, key words, tables and figures



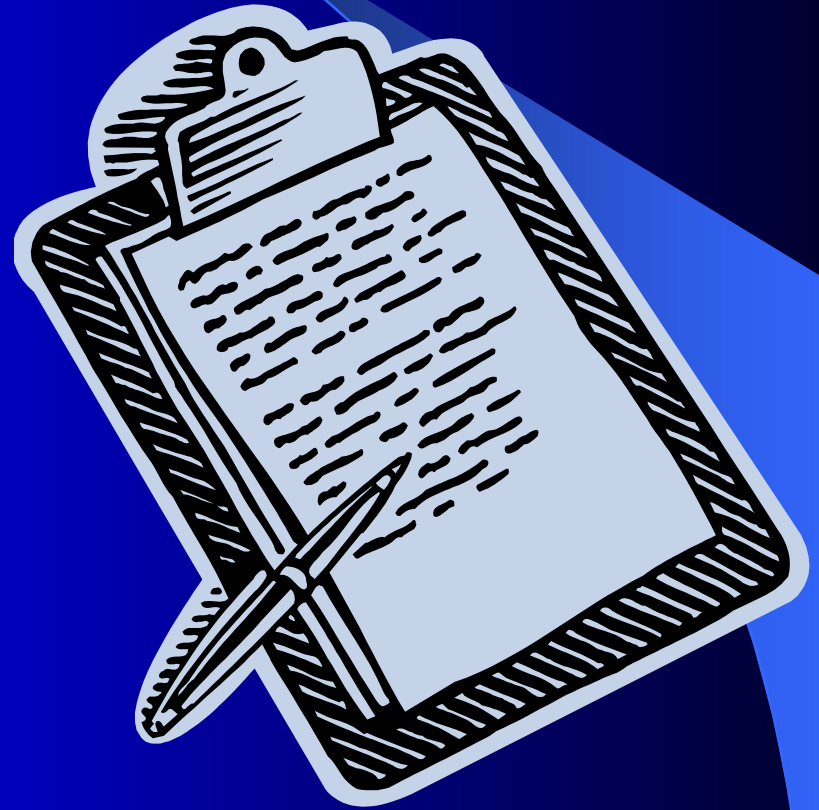
Review



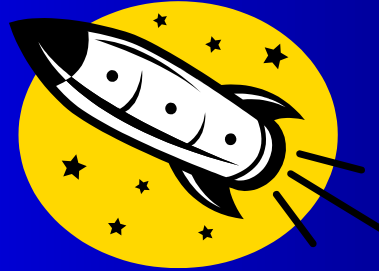
- Reread previous notes just before class

Rewrite

- If notes are messy, rewrite or type them the same day



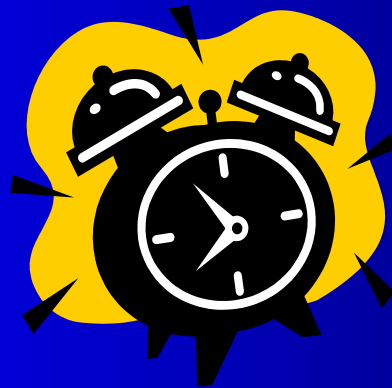
Space



- Leave plenty of space on the notebook page
- Write on one side of the paper
- Skip lines
- Put question marks in margins as a reminder

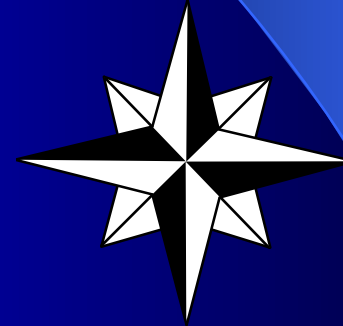
Be Timely

- Review each day's notes the same day you take them

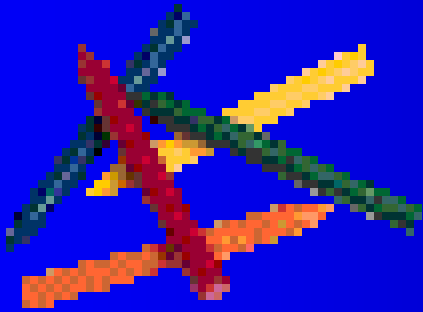


Shorthand

- Develop your own style of abbreviations



Highlight



- Underline or use color to highlight important terms

Outline

- List main topics and subtopics using letters and numbers

- I
 - A.
 - B.
 - 1.
 - 2.

- List main topics and subtopics using bullets or dashes

- ----
- ----
- ----

Questions

2 Columns:

- Notes on right
- Questions or comments on left

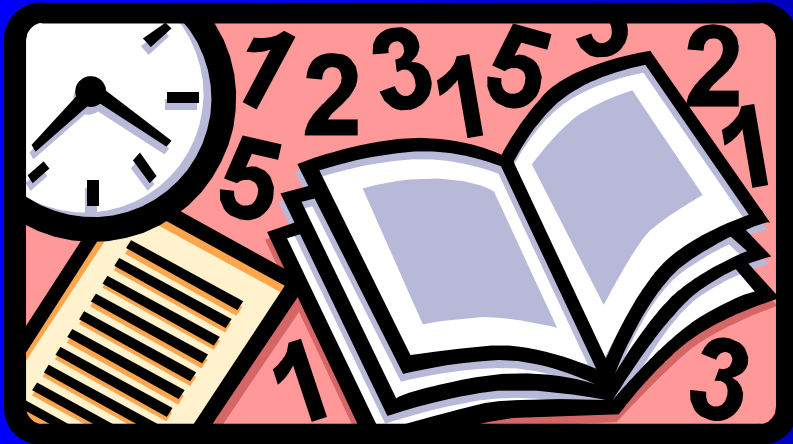


Concept Map

- Relates key concepts and facts to one another



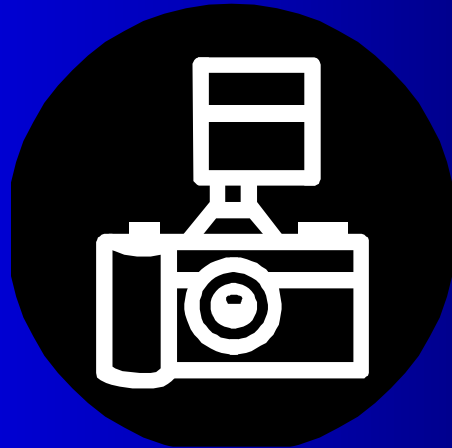
Book



- Take your textbook to class

Audiovisual

- Take notes during audiovisual presentations



Signals



- Techniques used in class to show students that a topic is important

Make The Notes Your Own

