

Note Taking Tips

- 1) Write down anything the **teacher writes down** on the chalkboard. A teacher is not going to write everything that they say on the board. They will likely write down the important items that they want you to remember.
- 2) Listen for **CLUE words** from the teacher. Some examples include:
 - a. "This is **important**..."
 - b. "The **first** ..." (If there's a first, there's probably a second, or even a third.)
 - c. "There are **three** ..." (This tells you that you are about to hear 3 things)
- 3) When writing notes, **put a question mark** next to things the teacher said that you don't understand. Later, you can go back and ask the teacher for more explanation.
- 4) Your notes are for YOU. They need to make sense to YOU. **Use abbreviations** to make it easier and faster to take notes. Since the notes are for you, make up your own abbreviations that make sense to you.
- 5) **Write the date and subject** at the top of your notes.
- 6) Don't feel like today's notes need to start exactly where yesterday's notes left off. The subject may be entirely different.
- 7) **Number the pages** of your notes.
- 8) **Look at your notes later** that day and fix up anything that doesn't make sense. This is your chance to fully write down something that you abbreviated or to ask someone else to explain any pieces you didn't understand.
- 9) **Use your notes** to study for quizzes and tests.