

Course: Note-Taking 101

Date: Monday, September 14, 2020

Topic: Note-Taking

Intro

By taking better notes, you will:

- 1.) **Remember information with greater ease**
- 2.) **Condense the total amount of studying you have to do outside of class**

This handout may look a little different. That's because it is formatted to look like the linear form of taking notes (aka an outline). Use this handout as a template for taking notes in other classes. Let's begin!

STEP ONE: Get Organized.

- 1.) **Get note-taking supplies.**
 - a. Bring pens or pencils to class. **Try taking notes in different colors.** Underline or **bold** important info.
 - b. Bring paper to class. – Hello and duh! 😊
 - c. Buy one binder for every class. When you do this, you can keep all of your notes, homework and study guides for each class in one place.
 - d. Write the **course, date and topic** at the top of your notes (*See top of page for example*)
 - e. **If using a computer/iPad/electronic device to take notes** – It's tempting to mindlessly type everything you hear. You may be able to record more info, but **be sure to type what you are LEARNING not just HEARING.**
- 2.) **Attend every class.**
 - a. GO TO CLASS!
 - b. GO TO CLASS!
 - c. GO TO CLASS!
 - d. Okay, I think you get my point. But seriously – **you can't learn if you don't attend.** Also, ICC has a strict attendance policy. **If you fail to attend 15 percent of the course, you can be dropped from your course for excessive absences.**

STEP TWO: Get Focused.

- 1.) **TURN YOUR PHONE OFF!** Every time you look at your phone (even for just a second), you lose focus. **When this happens, you need time to regain focus.** Depending on what distracted you, this could take significant time away from the course lecture.
- 2.) Go to the restroom before class.
- 3.) **Don't go to class hungry.** Eat before class. **Keep snacks in your backpack** if you don't have time for lunch/breakfast.
- 4.) If you have a lot on your mind, write it down. **Put your problems on paper.** Set them aside. Come back to them after class.

- 5.) **Every time you lose focus, put a check mark at the top of your notes.** At the end of class, check your total marks. Set a goal to reduce that number in the next class.

*****Special note-taking tip for math classes!*****

Divide your paper into three columns: ~~like so:~~

<u>Problem</u>	<u>Solution</u>	<u>Explanation</u>
<i>~Write the problem here.</i>	<i>~Write all steps to solve problem. ~Make sure you understand each step.</i>	<i>~Add any explanation that will help you understand how to solve similar problems.</i>

STEP THREE: Get Smart.

- 1.) **Class time = Study time** IF you pay attention and take good notes.
- 2.) Listen for verbal cues. When your instructor says:
 - a. "Let me repeat that..."
 - b. "The point is this...."
 - c. "This is very important...."
 - d. "The next step for solving the problem is..."
 - e. "This will be on the test...."

...Uh....write it down! 😊
- 3.) Watch for visual clues. If your instructor:
 - a. Writes something on the board...
 - b. Has information on a PowerPoint slide...
 - c. Pauses to look at his or her notes...

...Uh....write it down! 😊
- 4.) **Ask questions in class.**

Don't be afraid to ask questions. If you have a question, someone else in the class probably does too. Be a leader. Ask questions.

When you take good notes, you automatically have a good study guide.

Be sure to clean up your notes so they make sense to you.

Rewrite or reorganize however you want.

Always make sure information is accurate and understandable.