

# NOTE TAKING STRATEGIES

1

## CAPTURE MAIN FACTS & IDEAS

Always take notes for later review. If the lecture is moving quickly, you may use telegraphic sentences to help note the most important facts. Here's an example. Full sentence: "A top speed of over 70 miles per hour makes the cheetah the world's fastest animal." Now, here's the telegraphic sentence: "Cheetah-world's fastest animal - 70 mph."

2

## REVIEW NOTES IN YOUR FREE TIME

It may feel like you have no free time, because you're juggling so many things, but reviewing your notes regularly – even if it's in 5-10 minute increments – can help improve your performance on exams, and save time later. Take time to fill in the gaps. Make letters and words more legible. Write out any abbreviations.

3

## WRITE QUESTIONS

Read through your main ideas, then formulate and write questions in the questions column of your note taking worksheet. This not only helps you remember the material, but it helps to ensure you understand it in an applicable way. Plus, the questions you formulate may turn up on your next exam!

4

## RECITE NOTES ALOUD

Reciting is the most powerful and dependable memory enhancing technique known to the science of learning. This technique works for several reasons: First, saying the words forces you to think. Secondly, hearing the words is an additional technique involving the auditory memory. Thirdly, the sound of your voice will keep you alert, motivated, and actively engaged

5

## SUMMARIZE

At the end of each page, write a brief summary of the ideas covered on that page.

6

## GLOBALIZE

An assemblage of unconnected facts and ideas is not enough. To improve your memory of the information, and increase your ability to apply it, integrate the facts and ideas to understand how each piece is connected.

7

## REFLECT

Linking your notes to your previous knowledge is proven to help you retain information. You can do this by asking how these new facts and ideas relate to what you already know. Questions like these also help you think more creatively.