

## NOTETAKING

### 13 HINTS:

1. Keep a Written Record
2. Sit Where You'll Be Seen
3. Do Some Advance Reading
4. Record Notes systematically
  - a. Use full-sized 8 1/2 by 11 inch paper.
  - b. Keep all the notes from each course together in separate section of a notebook. Use a loose leaf notebook- section into parts with dividers and index tabs.
  - c. Date each day's notes and number each page.
  - d. Take notes on one side of the page only and leave space at the top of the page and at the left hand margin.
  - e. Write legibly.
  - f. Abbreviate recurring terms in order to save time.
5. Use A Outline For Notes
6. Be Alert For Signals
7. Write Down Examples
8. Write Down Details That Connect Or Explain
9. Leave Some Blank Spaces
10. Ask Questions
11. Take Notes During Discussions
12. Take Notes Right Up To The End Of Class
13. Review Your Notes Every Night