

## Before Lecture

If possible, print out the lecture slides before class, that way you can focus on writing down what the professor says and not the slides. If you can't print out the slides, abbreviate them in your notes so you can focus more on what's being said. Then, print them out afterwards and coordinate printed slides with your notes. Don't waste note-taking time copying slides when you can just print them out later.

Sit close to the front of the class; there are fewer distractions and it is easier to hear, see and attend to important material.

## During Lecture

Listen actively.

Your notes need to be legible to you later, but legibility and organization are more important than penmanship.

Choose a method of note taking that works well for both you and the lecture situation.

Condense your material: summarize the speaker's words in your own words; never use a sentence where you can use a phrase, and never use a phrase where you can use a word; use abbreviations and symbols, but be consistent.

Instructors usually give clues to what is important to write down. Try to only write what's important, including relevant facts, opinions and examples.

Use font, color and size to draw attention to important points. For example, you might like to use a different color pen to write down facts, opinions, and examples.

Leave a few spaces blank as you move from one point to the next so that you can fill in additional points later; leave room for coordinating your notes with the text after the lecture.

If you miss a statement, write key words, skip a few spaces, and get the information later.

## After Lecture

Shortly after making your notes, review your notes and rework (not redo) them by adding extra points and spelling out unclear items. Remember, we forget rapidly.

Review your notes again before the next lecture. Regularly reviewing notes is the only way to achieve lasting memory and helps connect concepts from one lecture to the next.