

Learning Skills, Room 120

Class Notes: Why, What, How

Why take class notes?

1. Product

- Provides a record of the lecture

2. Process

- Promotes thinking, reviewing, and remembering

What is involved in taking class notes?

1. Selecting

- Ideas/key words
- Details to support ideas
- Diagrams, definitions, specific facts
- Points emphasized by instructor
- Repetition
- Tone, body language
- Blackboard notes
- Word signals
- Summaries/reviews

2. Associating

- Ideas, concepts, and theories to other ideas, concepts, and theories
- Ideas, concepts, and theories to facts, details, information

3. Classifying

- Topic/main ideas/sub ideas/details/examples
- Most important to least important

4. Organizing

- Physical organization on page
- Reorganization of notes may be required (during and after)
 - arrows
 - margin notes
 - colour coding

5. Questioning

- Code with ? for “not sure” and ?? for “don’t know”
- Do your own thinking first, then clarify with instructor

How to Take Class Notes

1. Choose a style

- Outline form
- 2-column form
- Concept map form
- Point form only
- No sentences
- Helps to identify, select, and organize

2. Leave lots of white space

- Easier to read and learn from
- Allows for adding and reorganizing of info/ideas

3. One side of paper only

- Allows for visual review of entire lecture

4. Consider review as part of the note taking process

- ASAP for editing/reorganizing/adding ideas
- Consolidates learning

5. Colour code as part of review process,

- Not recording
- Promotes review
- Frees up time and brain for listening

6. Practice

- Make notes from text
- Persevere

7. Ask for feedback

- From instructor
- From Learning Centre