

Why are Lecture Notes Important ?

- Its allows you to study better
- Your notes are more organized
- It allows you to add notes you have forgotten to include
- It is proven that if you take notes and compare it to someone who has not, the person that studied from their notes will have the better grade.



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Lecture Notes



Note Taking

- Note taking is when the instructor presents information and the student is expected to record it.

Tips for Note Taking

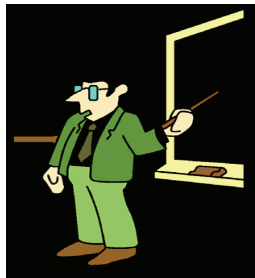
- Use a full size subject notebook
- Use common abbreviations in your notes
- Skip a few lines in case you miss information

What to Include in Your Notes

- Headings and detail
- Discussion points and PowerPoint presentations

Why take Lecture Notes

- Promotes active listening and improves concentration
- Repetition helps organize and interpret your notes



Taking Lecture Notes

Effective Note Taking Systems

Outline Method

- Indent each level of supporting details under the proceeding headline
- No need to use letters or numbers in your notes

Block Method

- Works well for classes where the instructor talks fast
- Enables you to write all the information you need

Modified-Block Method

- Write all information under one heading

Outline Method

Heading

- Details
- Details

Block Method

Topic

- General Information
- Details/specific facts

Modified-Block Method

Topic

- info
- info

Topic

Using Short Hand

Use Symbols : @ for at, # for number, & for and, w/ for with, w/o for without

MAKE SURE YOU UNDERSTAND YOUR OWN SHORTHAND!!!

How to Edit your Notes

- Do not wait longer then 24hrs after class to edit your notes
- Do not add anything that was not covered in class
- Highlight important information

How to Review your Notes

- Cover your notes and quiz yourself
- Cover the details under each heading and attempt to recite the material based on the heading itself

