

Summary for Taking Effective Notes

Why take notes?

Helps you organize what you hear.

Helps when you study for exams.

Helps maintain attention.

May be only source of information.

How do you take notes? Be prepared:

Study and read prior to class.

Have a purpose for listening.

Be positive; you are not there to be entertained but to learn.

Have a system; be organized.

Follow the lecturer's pattern.

Use a note column and a recall column.

Use symbols; make sure you will know what they mean later.

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