



STUDENT TIP SLIPS

TAKING NOTES IN CLASS

First of all, don't try to write down everything a teacher says. Even if you used shorthand it would be impossible to record all of the approximately 175 words per minute used during the lesson. A student who is listening effectively will:

- Look over the material to be covered in the text before the lesson. Most teachers follow what is in the text using the lesson to highlight or to stress certain points that may not be effectively covered in the text.
- Listen for the main points in the lesson and write them down quickly so that you can be listening for the next main point.
- Look for ideas that were not covered in the text and record them.

If you are taking notes effectively you will be actively engaged in listening to the teacher. Try to relate what is being said to previous lessons. Question what is being said and try to anticipate the direction the lesson will take.

To summarize:

- be prepared
- listen actively
- make notes in clear, easily understood points
- review your class notes later that evening to reinforce your learning

