

Power of Notetaking

How to take lecture notes

1. Your notebook
 - a. Use loose leaf paper and a binder (one binder for each subject)
 - b. Start with a new blank paper (front and back) for each class
 - c. Put the date and topic of the lecture on top of the page
2. Taking notes
 - a. Write down everything on the board or in the PowerPoint
 - b. Draw any diagrams used by the teacher
 - c. Listen for important verbal information – examples, exceptions, clarifications, and answers to questions.
 - d. Insert assignments and handouts in proper context

3. After class

- a. Review, rewrite, and restructure
- b. Correlate notes to vocabulary lists, concept lists, and essential questions
- c. Write down any questions you have or clarifications needed

4. Structuring your notes

- a. Use a format that works best for you (Cornell, Outline, Concept Maps, etc.)
- b. Make use of good document design and white space
- c. Use colors to differentiate information