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