

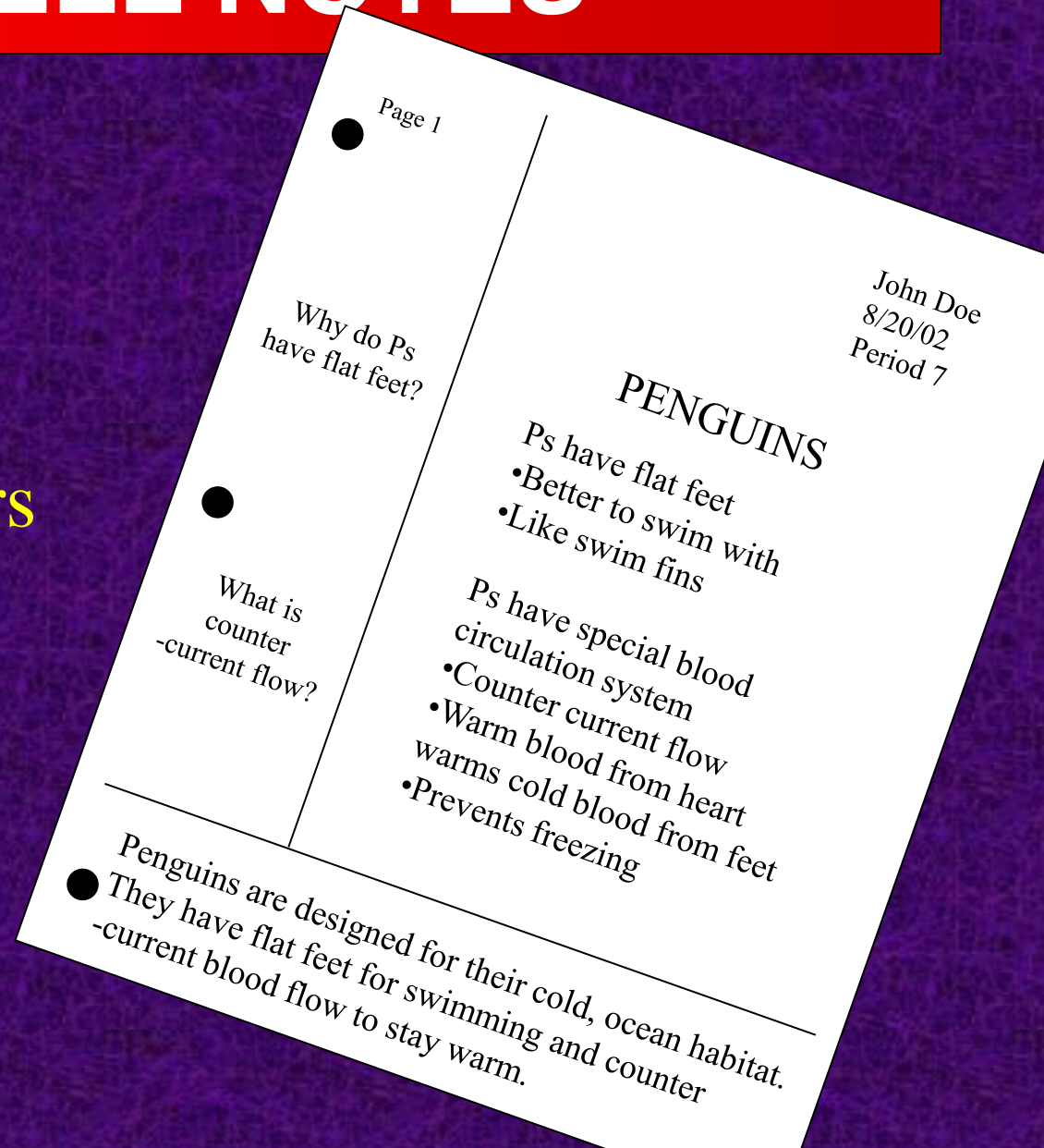
# NOTETAKING TIPS



# USE CORNELL NOTES

## 7 STEPS

1. Heading
2. Page Numbers
3. Divider
4. Title
5. Notes
6. Questions
7. Summary



# GET READY

- Have materials ready.
- Get a good seat.
- Sit up.
- Concentrate.
- Avoid distractions.



Attitude is everything!

# A GOOD TITLE

- Never use the class name as a title.
- Use the overall topic of the lesson.
- Be specific.

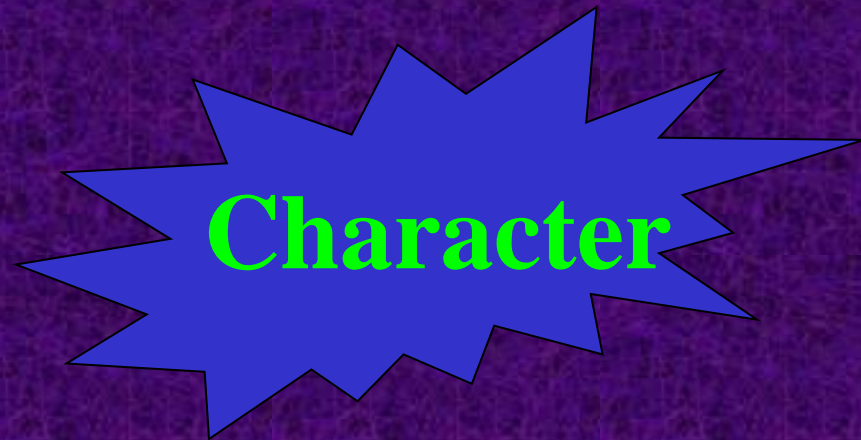
English



Reading



Character



# IMPORTANT STUFF ONLY!

- Keywords
- Main Ideas
- Important Concepts
- New Vocabulary

**If you are writing every word  
the instructor is saying,  
you're writing way too much!**

# LOOK FOR CUES

- Repeats
- Writes on board
- Changes voice
- Emphasizes in any way

**If that little voice in your head  
thinks it is important, then  
write it down!**

# BE QUICK

- Use symbols and abbreviations.
- Don't worry about mechanics.
- Write in phrases.
- Leave space to add more detail later.



**If you fall behind the speaker,  
you're writing too much.**

# QUESTION

- Always be thinking of questions.
- If you don't understand, ask.
- Write questions when you review.
- Make them hard.



**The only stupid question  
is the one you don't attempt  
to answer.**



# REVIEW

- ASAP!
- Check accuracy of notes.
- Write Questions & Summary.
- Underline/Highlight important stuff.



**Most forgetting happens  
in the first 24 hours.**

# SUMMARIZE

- Tell what you learned.
- Main ideas, not details.
- Don't give a class play-by-play.

**If you can't explain what you learned, did you learn anything?**

# STUDY

- Read over notes.
- Recite aloud.
- Self-Test.
- Compare with other students.

**Waiting until the night before the test to study is a sure way to lower your grade.**