# A logo for a university Description automatically generatedNotetaking Tips

## Notes are Unique to You

* Notetaking varies from student to student, and your notes are just that; yours!
* Something that you think is important may not be important to someone else and vice versa.
* If you already know something about a topic, you are NOT likely to write it down so try not to compare every word to someone else’s notes.

## Note Analysis

* Are your notes beyond memory-based notes?
* Can you **analyze** your notes and apply to context?
* Can you **develop** your own ideas or new concepts from your notes?

## Before Class

* Preview your text or reading assignments prior to lecture. Previewing allows you to identify main ideas and concepts that will most likely be discussed during the lecture.
* Look at your course syllabus so that you know the topic/focus of the class.
* Briefly review notes from previous class sessions.

## During Class

* Date and label your notes each class period.
* Write down key words, dates, names, etc. that will be defined or explained later.
* Look and listen for hints about material you may see again:
  + “You will see this again”
  + “This will be on the quiz/test/exam”
  + Repeated words or phrases.
* Changes in font in class outline or PowerPoint:
  + different colors
  + bolded words
  + italicized words
  + underlined words

**Be consistent with your note taking method.**

## After Class

* Read over and review your notes.
* Fill in any gaps, ask your professor questions.
* Get answers to your questions!

**Clear, complete notes make for good study guides and outlines!**

## What’s the Best Method for You?

### Handwritten

* easier to create drawings and illustrations
* can be better for visual learners
* engages the brain and senses more
* provides more focus for students who are distraction-prone
* can be better for comprehension of **conceptual** information.

### Digital

* faster, easier to take more notes
* easier to edit and reorganize for studying
* readily available and accessible
* can be back up, shared, and stored
* can be better for comprehension of **factual** information.