NOTE TAKING TIPS

1. 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. It 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.

2. NOTES 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?

3. 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.

4. DURING CLASS
   - Date and label your notes each class period
   - Write down keywords, dates, names, etc. that can be defined or explained later
   - Look & 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 notetaking method

5. 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!

6. 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 backed up, shared, stored
   - Can be better for comprehension of factual information

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