3 STAGES
OF NOTE TAKING!
Take these Steps to Create Clear, Concise Lecture Notes!

I. PREPARE!
- Read/Skim Text Assignment
- Glance at Notes from Last Class
- Bring all Needed Materials to Class
  - Sit Close to Front of Room
  - Decide to Listen Actively

II. CONSTRUCT!
- Choose Method of Organization for each Notebook, such as: Use
  a Looseleaf Notebook, Write on One Side of Page Only, Date Notes,
  Choose Note Taking Method, Develop Abbreviation List,
  Leave Space between Ideas and Missed Points
- Concentrate on Major Ideas and Write in Own Words
  - Copy Material From Board
- Listen for Guide Words, Voice Inflection, Non-Verbal Cues
  - Ask or Write Questions to Ask Professor

III. INTERACT!
- Review Notes ASAP
  - Fill in Gaps
  - Summarize Briefly in Own Words
- Highlight/Write Down Words/Phrases for Recall Column
  - Recite Answers to Questions
- Combine Lecture/Text Notes into Condensed Study Guide

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