**Take Good Notes**

Note taking is a skill you will use throughout your life. We seldom take the time to really show you how to do it well. This may be the only instruction in note-taking that you receive in high school!

1. Be an active listener.

* Do not just hear the words, think about them
* Actively try to understand what is being said

1. Take notes to help you pay attention.

* Your mind will not wander if your are taking notes on what is being said
* Also shows that you are paying attention

1. Recognize important information.

* If the teacher says, “this is important,” write it down
* Listen for changes in the teachers voice
* Listen for words like significant, main point, important etc.
* Anything written on the board or overhead should be considered important

1. Take notes that are easy to read.

* Put the date, class and topic at the top of the page
* Write on every other line and on one side of the paper
* Use symbols and abbreviations whenever possible
* Leave a margin on the left side of the page – after class go back and write key words, questions, important thoughts in the margin – you can use these to later test yourself

1. Go over your notes as soon as possible.

* While the information is fresh in your mind (that night), go over your notes to make sure you understand and have all the information
* If you are really serious, rewrite and condense noting what is the most important

1. Get copies of notes you missed.

* When absent it is your responsibility to get missing notes
* Do not assume your teacher will re-teach what you missed
* Free photocopying of notes in the library