

TAKING LECTURE NOTES

I. TAKING LECTURE NOTES

A. BASIC TOOLS

1. Have a system for organizing your lecture notes.
 - a. Have three-ring notebook with a section for each class.
 - b. Have a spiral notebook for each class.
 - c. Use a notebook with a section for each class.
2. Have an extra pen or pencil with you.

B. IDENTIFY EACH PAGE OF YOUR LECTURE NOTES

1. At the beginning, write down the name of the class, the date, and page one. For each additional page, write the date and the page number.

C. SPLIT PAGE TECHNIQUE

1. Leave the left 1/4 to 1/3 of the page blank. Take notes on the right 3/4 to 2/3 of the page.

D. DETERMINING THE IMPORTANT CONCEPTS

1. Follow the class study guide.
2. Points the instructor emphasizes by:
 - a. Write on the blackboard.
 - b. Repeating ideas.
 - c. Using words like –
 - i. The main idea is,
 - ii. The most important idea is,
 - iii. The most important point is,
 - iv. The three main concepts are,
 - v. Basically,
 - vi. To summarize, etc.
3. Follow key points from the textbook.

E. CONCENTRATION

1. Sit near the front of the class to see and hear better and to avoid distractions.
2. Think about what is going on during the lecture – analyze what is important, what the material means, and how it fits together. Do more than listen to the information.
3. The process of writing and identifying the important information for your lecture notes also helps concentration and learning.

F. TAKING NOTES MORE QUICKLY

1. Leave out words like “a”, “an”, and “the” as well as nonessential prepositions, adverbs, and adjectives.
2. Leave out examples and illustrations unless they are important for you to understand the concept.
3. Use abbreviations. Be willing to create your own.

G. REVIEWING AND CORRECTING NOTES

1. Review and correct your notes within a few hours of the lecture.
 - a. Fill in missing information using the text, someone else’s notes, or by asking the teacher.
 - b. Fill in more information about any points that might not be clear or that you might have trouble understanding later.

H. SUMMARIZING

1. On the left side of the page enter a few key words that summarize your notes to the right.

II. LEARNING YOUR LECTURE NOTES

- A. Cover the right side of the page of your lecture notes. Explain the term and/or concept in your summaries on the exposed left side. If you can’t explain it, read the material on the right, cover it, and try again.

Research has shown that after six weeks, students who review their lecture notes immediately after a lecture remembered one and one-half times as much as those who didn’t.

TAKING LECTURE NOTES AND USING TEXT

TWO WAYS TO MOVE
INFORMATION TO
LONG-TERM MEMORY

LEARNING

Short term memory to long term

Short term lasts 30 to 90 seconds

Movement to long term memory depends on:

1. Significance of material
2. Practice

FOUR TYPES OF
PRACTICE

PRACTICE

Pre-reading

Reading

Taking lecture notes

Self-testing

THREE WAYS TO
MAKE MATERIAL
SIGNIFICANT

MAKING MATERIAL SIGNIFICANT

What does it mean to me?

How does it fit with what I know?

How does it fit with what I am learning?