

## Why Take Notes:

- ◆ Note taking promotes active reading.
  - ◆ Taking notes keeps you alert as you read and provides you with a purpose for reading
  - ◆ Taking notes actively requires:
    - ◆ You to organize information
    - ◆ You to use higher-level cognitive skills because you need to organize the material as you write
    - ◆ You to summarize, which means in order to put text into your own words, you need analyze and understand the material
    - ◆ You to engage with the text since writing information from the text forces you to be involved with the material and to strengthen your memory of it
- ◆ Note taking condenses the material:
  - ◆ Which saves students time,
  - ◆ Which assists students to be organized,
  - ◆ And which helps student review and prepare for the exam or quiz

## When To Take Notes:

You may take notes:

- When you first read the chapter—Some students take notes as they read because it allows them to be more actively involved with the material
- During a lecture—Students must always take notes in their courses when a professor is lecturing
- After the lecture—Students may find this a useful time to take notes because they can edit their lecture notes by filling in material and condensing the information
- At the end of the week—Some students find that by taking notes at the end of the week, they can review the material more easily and be more selective and organized in their note taking
- Before the exam—Some students may discover that a good time to take notes is before the exam so that they can be more prepared because this serves as a more active way to review material

## How to Take Notes:

Many different ways to take notes exist. Some of the more useful methods are:

1. Making written notes in the margin of the text or on a separate sheet of paper/notebook
2. Summarizing text
3. Creating note cards
4. Outlining course material
5. Mapping or clustering information



- \* Remember the most important thing is that you take notes, not the method you use.

Source:

Van Blerkom, Dianna L. College Study Skills: Becoming a Strategic Learner. 7th ed. Belmont, CA: Wadsworth Publishing, 2011.

## **Note Taking Checklist:**

### **Did I?**

- ☐ Review assignments using active reading.
- ☐ List and look up unfamiliar terms and concepts.
- ☐ List questions to ask or points where clarification is needed.
- ☐ Note difficult portions of the text.
- ☐ Put notes in the appropriate notebook or section.
- ☐ Arrange them according to type of notes.
- ☐ Begin each set on a new dated and numbered page.
- ☐ Abbreviate.
- ☐ Put notes into my own words.
- ☐ Keep the notes brief.
- ☐ Use the coding scheme I developed.
- ☐ Locate missing information.
- ☐ Check my texts and references to clarify a lecture.
- ☐ Number items or distinguish between major/minor points.
- ☐ Look/listen for word clues and other ways important concepts are highlighted.
- ☐ Review lecture notes within twenty-four hours.
- ☐ Check for errors and omissions.



Student Academic Support Services

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