

13 Steps to Effective Notetaking

1. Always date and number pages before class begins.
2. Always leave wide margins for extra information/questions/summary.
3. Write definitions in exact words of the teacher and underline the key word (highlight them later).
4. Take down the rest of the information in your own words.
5. Use simple phrases in outline form if possible. Avoid long sentences.
6. Establish abbreviations for common words.
7. Check everything you are unsure of and ask the teacher during the question period – these checked items may also be brought to extra help sessions.
8. Underline information the teacher repeats or states is important.
9. Always number lists of information and the reasons for specific events and happenings.
10. Retouch and review notes as soon as possible after class and check on uncertain information.
11. Always review notes before the next class and assignment.
12. Summarize notes and review before class.
13. Never leave class without at a minimum having written down everything a teacher puts on a blackboard, whiteboard, or overhead.