**Step #1: Dating/Numbering Pages**

Notes should always be dated for easy reference.  
Each page should be numbered.

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| --- |
| Today's Date (1) |

**Step #2: Creating A Recall Column**

This page has a **Recall Column** - a fancy term for a wider-than-usual margin.

The **Recall Column** stays blank until **after** the lecture when you review the notes.

Then you fill it with questions you think you should be able to answer about the lecture. (If you don't want to crowd your page, leave the opposite page blank and put the questions there.)

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| (RECALL COLUMN) | Today's Date (1) |

**Step #3: Getting The Title And Opening Comments**

The first step in understanding a lecture is knowing what it's about.

When the professor announces the topic of the day's lecture, write it down at the top of your page.

The professor's first comments are equally important. They often outline   
the **key point(s)** of the lecture. Be sure to include them.

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|  | Today's Date (1)  (Title:) **Taking and Using Lecture Notes**  (Prof's Intro:)  Notes = only record of lecture  Taking notes = 3 step process |

**Step #4: Recording Enough Information**

To be useful to you, notes need to be legible, accurate, and complete enough to make sense after two or three weeks.

So, after you have the date, title and professor's intro, listen for:  
**- Main Points**  
**- Specific Details** that make the main point clear.  
(Organize by indenting detail.)  
**- Transitions** - the links show how ideas relate.  
**- New Topics/Subtopics**

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|  | Today's Date (1)  (Title:) **Taking and Using Lecture Notes**  (Prof's Intro:)  Notes = only record of lecture Taking notes = 3 step process  1. Before Class: Get ready.  - Read assigned text & previous   notes - Be on time. - Sit up close.  2. During Class: Get the info. Be active.  - Write more than you think you need      a. title and intro    b. main ideas    c. details - essential for ideas        to make sense    d. transitions (links between        topics & ideas)  - Show organization     a. relationships of        topics/main ideas/details        (indent)    b. space between ideas &        topics    c. new topic headings  3. After Class: Get started ASAP!  - **Review** notes the same day.     (You forget 60% of what you     learn in the first 24 hrs.)  A    5-10 minute review is OK.  - **Edit**. Correct and expand your    notes.  - **Make study questions**. Find      key ideas. Put them in the **Recall Column** as questions.  - **Quiz yourself**. Answer the     questions you put in the Recall     Column. |

**Step #5: Editing Your Lecture Notes**

Many students take notes and never look at them again until just before an exam. By then, some of the information may look unfamiliar and confusing.

To make the best use of notes, edit and review them **as soon as possible** after class.

* Don't rewrite. Read them. Do they make sense?
* Fill out, fix up and correct your notes. Check with the text book or your classmates.

**Step #6: Predicting Exam Questions/Using Your Recall Column**

Predicting exam questions and recording them in a Recall Column is a new idea for most people. It's very effective and highly recommended.

After you edit your notes, you are ready to study them, but just looking over the notes is too passive.

You need to actively:

- Select the important ideas.

- Make up a possible exam question for each of these ideas.  
(Play Jeopardy! You have the answers. Make the questions.)

- Write the questions in the Recall Column.

- Review by covering the notes and asking yourself the questions.

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| |  | | --- | | How should you take and use notes? | |  | | 3-step process? | |  | | 1. Before     class? | |  | |  | |  | |  | |  | | 2. During      class? How much? How organized? | |  | |  | |  | |  | |  | | 3. After class? ASAP?  How do you use a Recall Column? | |  | | Today's Date (1)  (Title:) **Taking and Using Lecture Notes**  (Intro:)  Notes = only record of lecture Taking notes = 3 step process  (Notes)  1. Before Class: Get ready.  - Read assigned text & previous notes. - Be on time. - Sit up close.  2. During Class: Get the info. Be active!  - Write more than you think you need     a. title and intro    b. main ideas         sense    d. transitions (links between topics & ideas)  - Show organization     a. relationships of topic/ideas/details        (indent)    b. space between ideas & topics    c. new topic headings  3. After Class: Get started ASAP!  - **Review** notes the same day. (You forget     60% of what you learn in 24 hrs.)  A 5-10      minute review is OK.  - **Edit**. Fix, expand, and correct your notes.  - **Make study questions**.     Find key ideas. Put them in the **Recall      Column**  - **Quiz yourself**. Ask yourself possible         questions. |