

Effective Note-Taking Skills

Note-taking is an important component of your college academic experience. With effective notes, you will categorize and organize information that you see, read and hear, improve your focus and attention and be more likely to remember the material.

| PREPARE | LISTEN ACTIVELY | USE A SPECIFIC NOTE-TAKING METHOD | REVIEW |
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| <p>Read or skim assigned material before class in order to familiarize yourself with the topic, vocabulary words and concepts to be discussed.</p> <p>Review notes from the previous class. This gives greater context to the next lecture and helps you maintain focus.</p> | <p>Choose a seat with minimal distractions.</p> <p>Pay attention to the body language and facial expressions of lecturer. Notice when his/her voice is raised to emphasize important details.</p> <p>Monitor your level of concentration. Catch yourself when your mind begins to wander. Refocus by checking your notes for the last thing you wrote down.</p> <p>Listen for verbal cues such as transition words (therefore, in contrast) and repetition of ideas.</p> <p>Bring a positive attitude to class. You will get the most out of each class with an open mind.</p> | <p>Find a system that works for you. Learn various techniques and make changes accordingly Examples: split-page, outline, diagram and question-answer</p> <p>Organized, well-thought-out notes will save time when you need to prepare for exams.</p> <p>Don't write down every word. Notes should be brief and contain only the main ideas and important details.</p> <p>Define unfamiliar words.</p> <p>Use diagrams as visual aids to support lecture notes.</p> <p>Keep the margin blank for questions and comments. Date each new page to keep lectures in sequence. Fill in notes that you missed in the proper location in your binder.</p> | <p>Take a few minutes to review your notes within 24 hours. Add information or questions in the margins to help organize the information.</p> <p>Add relevant information from textbook readings.</p> <p>Be aware of what is still unclear. Make a note to ask for clarification.</p> |



Yeshiva University

Learning Success Center

PH: 646-592-4285 | learningsuccesscenter@yu.edu