



Academic Support Center

Improving Your Note Taking

Effective note taking is one of the keys to succeeding in school. Listening closely is key to taking good notes. Students should review notes taken during class. It is very difficult remembering specific details from class without good notes.

Note Taking Strategies

Make clear and accurate notes

Make sure to take legible and accurate notes. Students who keep accurate notes can review them later to fully grasp key concepts during personal study time. Additionally, since during class teachers frequently cover many topics, effective notes enable students to concentrate on specific topics.

Come to class prepared

Students properly prepared for class usually take better notes. Proper preparation includes completing assigned reading before class and reviewing notes from previous classes. Students who do this can ask questions about confusing concepts and be prepared for new topics.

Compare your notes

To ensure your notes are as accurate and detailed as possible, compare them with the notes of other students. This is useful because other students will frequently write down class details that you forgot or missed. This strategy will make classroom notes more thorough and precise.

Minimize distractions

Effective note takers avoid classroom distractions. This can include sitting in spots with fewer distractions.

Organize your notes

Notes organized by date and topic make it easier to locate specific class details. It is also a good idea to keep notes from different subjects separated.

Use abbreviations and symbols

Since teachers usually cover a lot of information during each class, it can be hard jotting everything down. This is why it is a good idea to use symbols or abbreviate long words and write short phrases in your notes.

Write clearly

Effective notes will be of no benefit if they're unreadable. This is why it is important to use good penmanship when taking notes. It is also recommended to leave space in margins and near key concepts in your notebook, so you can add important details later if you missed them.

Review your notes

In order to retain information discussed during classes, it is best to review notes everyday. This will help you better understand the material and remember it.

Write down questions

It is a good idea to write down questions to ask.