

NOTETAKING STRATEGIES

Six Techniques That Will Help You Learn More From Your Classes

1. Use a binder

- Use dividers to organize it
- Use a hole punch so you can insert handouts from class

2. Don't try to take dictation

- Professors speak 150 - 200 words per minute; we write about 25 words per minute
- Leave out non-essential words
- Make sure you write down important points

3. Leave a 2 inch margin along the left side of each page of notes

- Use margin for adding questions during or after class
- Use questions to help you learn your notes later for tests

4. Use a modified outline when taking notes

- Write a topic on one line
- Indent supporting details under it
- Leave several lines after the last point for adding information from memory or your textbook later
- *Note that this flyer is written as a modified outline*

5. Use abbreviations

- Eliminate vowels
- Use word beginnings
- Use standard symbols from math or science
- Create your own abbreviations

6. Review your notes the same day you take them

- Add questions in the margins
- Add additional information you recall from class

- When studying notes, cover your notes, read questions in the margin and see if you can recall the answers
- Remember the forgetting curve
 - Most information is forgotten during the first 24 hours after notes are taken
 - Over a period of 9 weeks, reviewing notes the same day can make the difference between forgetting almost 80% of the information and remembering almost 80% of it
- Review Questions:
 - What are the six techniques that can be used for notetaking which will enhance learning?
 - How many words per minute do most people speak?
 - What are the purposes of leaving a 2" margin on the left side of class notes?
 - What steps are used to take notes according to a modified outline?
 - What types of abbreviations can be used in notetaking?
- How much information is likely to be forgotten after 9 weeks if notes are not reviewed within 24 hours after they are taken?