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
  o Most information is forgotten during the first 24 hours after notes are taken
  o 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:
  o What are the six techniques that can be used for notetaking which will enhance learning?
  o How many words per minute do most people speak?
  o What are the purposes of leaving a 2” margin on the left side of class notes?
  o What steps are used to take notes according to a modified outline?
  o 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?