

# Note Taking Guidelines



Try to find the important details, and ask yourself questions like "How does this relate to what I am writing about?"

Home in on key points and important supporting details, while filtering out unimportant trivia.

Ask questions and participate in class discussion.

Think of yourself as a detective with one of the richest sources of clues standing directly in front of you -- your teacher!.

Deciding what notes to take down and how to write them is more of an art form. Again, there are a number of helpful note taking techniques that can also be developed through practice.

Don't try to write every word.

Use your own form of shorthand, including abbreviations, symbols, diagrams and drawings.

Try to review your notes as soon as you can after class, mark the most important points, and do a little reorganization if you need to, for instance drawing an arrow from a topic that belongs in a different spot than where you have it written.