

Counseling Services TIPS

Taking Lecture Notes

It is critical that you know the proper technique to take notes. The guidelines below will give you what you need to take notes in an effective way.



Taking Lecture Notes

Surveying, Questioning, Listening

Taking accurate and concise lecture notes is essential. Develop the habit of taking notes using appropriate methods. For example, when you listen to a lecture, formulate questions as you listen. Your main job in taking lecture notes is to be a good listener. To be a good listener, you must learn to focus and concentrate on the main points of the lecture. Get them down, and then later reorganize them in your own words. Once you have done this, you have set the stage for successful reviewing and revising.

Reviewing and Revising

As you prepare for examinations, tests, or other assessments, you should spend time reviewing and revising your lecture notes. Begin the process by reviewing your notes right after a lecture. If you wait too long, you may discover that the notes just don't make sense. Don't hesitate to revise your notes based on the review process.

Research Notes

Any form of note-taking that requires compilation of information by categories, rather than in narrative form is best done using index cards. You can sort, edit and arrange index cards to suit your particular study needs. The most important point in using index cards is to indicate the correct reference or topic at the top of the card. Use the cards for study, review, to help organize information for papers, reports or projects. An even better idea, if you have a personal computer, use it to organize your categorical information in a database. Once you set it up, finding, updating and adding new information is quite easy. If you have a printer, you can print out your notes in a variety of ways.

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