



## **Tips for Effective Note-Taking Skills**

1. Keep notes neat and organized by writing clearly or re-typing notes. Write on one side of the paper only. You can set them out side-by-side for easier reviewing when studying for an exam.
2. Always date my notes and use heading or subject titles. Start each lesson on a new page
3. Use abbreviations when writing and make sure that I know what they mean. Make your notes as brief as possible. Develop a system of abbreviations and symbols you can use wherever possible. "Never use a sentence when you can use a phrase, or a phrase when you can use a word."
4. Put key words/vocabulary in the left margin to go back and study later.
5. Write down any information the teacher writes on the board or tells me to write down.
6. Compare my notes with a classmate's notes or my teacher's if they allow it.
7. Leave extra space between topics. This allows you to add comments or note questions later. Note all unfamiliar vocabulary or concepts you don't understand. This reminds you to look them up later.
8. Get a copy of the notes that I missed from my teacher when I am absent.
9. Go over my class notes each evening when I get home and look up information that I may have missed in class. It is extremely important to review your notes within 24 hours. Note anything you don't understand by underlining or highlighting to remind you to ask the instructor.
10. Underline, star, or highlight the most important information or information that will be used on tests and quizzes.