

Taking Notes in Class

First of all, don't try to write down everything a teacher says. Even if you used shorthand it would be impossible to record all the approximately 175 words per minute used during the lesson. A student who is listening effectively will:

- Look over the material to be covered in the text before a lesson. Most teachers follow what is in the text using the lesson to highlight or stress certain points that may not be effectively covered in the text
- Listen for the main points in the lessons and write them down quickly so that you can be listening for the next point
- Look for ideas that were not covered in the text and record them

If you are taking notes effectively you will be actively engaged in listening to the teacher. Try to relate what is being said to previous lessons. Question what is being said and try not to anticipate the direction the lesson is going.

To summarize:

- Be prepared
- Listen Actively
- Make notes clear, easily understood points
- Review your notes later that evening to reinforce your learning