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| **Notetaking Tips**  |
| Taking notes in classIt is important to take good notes in class. Taking written notes almost forces you to concentrate on what the teacher is saying. Your notes will help you prepare for tests and will give you clues as to what your teacher thinks is most important for you to know. Further, your notes will contain information that may not be in your textbooks.Here are some tips that can help you take good notes.* Use a loose leaf notebook for taking notes. You can then remove pages as needed. You cannot do this if you use a spiral notebook.
* Write your notes on the front side of pages only. This will allow you to lay the pages side by side when reviewing your notes for a test.
* Write the date at the top of each page of your notes and number the pages. This will help you to keep your notes in the proper sequence.
* Keep your notes for each class separate from your notes for other classes. You can use different color tabs to help you do this.
* Be selective in what you write. On average, the speaking speed of teachers is five to six times faster than is the writing speed of students. Quite simply, do not try to write everything your teacher says.
* Use abbreviations and symbols to increase your notetaking speed.
* Don't be too concerned with spelling and grammar. These notes are for your use and will not be graded.
* Ask your teacher to repeat something you think you may have missed.
* As you write points made by your teacher, translate these points into your own words. Doing this will increase your understanding of your notes and your ability to remember the information they contain.
* If your teacher provides a definition for a word, write that definition in your notes word for word.
* Write legibly. You will have to read your notes later on.
* Include in your notes information your teacher writes on the board.
* Stay especially alert during the last few minutes of the class. Teachers sometime use the last few minutes of a class session to cram in everything they wanted to cover but didn’t.

**Your class notes are your record of what your teacher covered. Use the tips above to make them as good as possible.0** |

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| In classes, your teachers will talk about topics that you are studying. The information they provide will be important for you to know when you take tests. You must be able to take good written notes from what your teachers say.Taking Notes In ClassTaking good notes is a three-stage process in which there are certain things you should do **before** class, **during** class, and **after** class. Here are the three stages of notetaking and what you should do during each stage.**1. Get Ready to Take Notes (Before Class)*** Review your notes from the previous class session before you come to class. This will help you remember what was covered and get you ready to understand new information your teacher provides.
* Complete all assigned readings before you come to class. Your teacher will expect that you have done this and will use and build upon this information.
* Bring all notetaking materials with you to class. Have several pens and pencils as well as your notebook.

**2. Take Notes (During Class)*** Keep your attention focused on what your teacher is saying. Listen for "signal statements" that tell you what your teacher is about to say is important to write in your notes. Examples of signal statements are "The most important point..." and "Remember that..." Be sure to include in your notes information that your teacher repeats or writes on the chalkboard.
* Write quickly so that you can include all the important information in your notes. Do this by writing abbreviated words such as med for medicine, using symbols such as % for percent, and writing short sentences.
* Place a ? next to information you write in your notes but about whose meaning you are not sure.

**3. Rewrite Your Notes (After Class)*** Rewrite your notes to make them more complete by changing abbreviated words into whole words, symbols into words, and shortened sentences into longer sentences.
* Make your notes more accurate by answering any questions you had when writing your notes in class. Use your textbook and reference sources to obtain the information you need to answer your questions. If necessary, ask your teacher or other students for help.
* Check with other students to be sure you did not leave out important information. **Having good class notes will help you to be better prepared for tests!**
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