



# The Note Taking Process

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The Academic Center for  
Excellence

University of North Florida

# Note Taking

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- Effective note taking consists of three parts:
  - Observing
  - Recording
  - Reviewing



# Observe

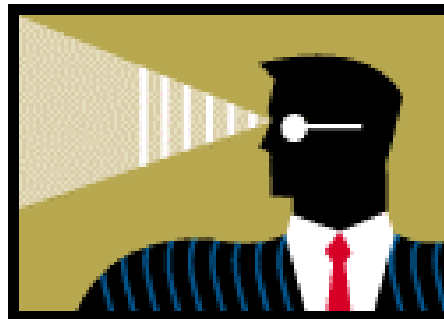
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- Complete outside assignments.
  - The more familiar you are with the material, the easier it is to absorb important information during lectures.
- Bring the right materials.
  - Bring your textbook to class, especially if the lectures relate to the text.
- Sit front and center.
  - There are fewer interesting, or distracting heads to watch.

# Observe, Cont.

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- Be alert to repetition.
  - Repetition is a signal that the instructor thinks the information is important.
- Listen for introductory, concluding, and transition words and phrases.



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# Observe Cont.

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- Highlight the obvious clues.
  - Instructors will often tell students that certain information will be on an exam.
- Notice the instructor's interest level.
  - If the instructor is excited about a topic, it is more likely to appear on an exam.
- Participate in class activities.
  - Ask questions, join in class discussions.

# Record

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- Write notes in outline form.
  - You can use a standard roman numeral outline or a free form.
- Write notes in paragraphs.
  - When it is difficult to put in an outline form, create a series of informal paragraphs.
- Use key words.
  - They include technical terms, names, numbers, equations, and words of degree.

# Record, Cont.

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- Use pictures and diagrams
  - Make relationships visual.
- Copy material from the board.
  - Record all formulas, diagrams, and problems.
- Use 3x5 cards to take lecture notes.

# Record, cont.

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- Use standard abbreviations.
  - If you make up your own abbreviations or symbols, write a key explaining them in your notes.
- Leave blank space.
  - When you review use the blank space to clarify points.

# Review

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- Review within 24 hours
- Edit notes.
- Fill in key words in the left-hand column.
- Conduct short weekly review periods.
- Consider typing up your notes.

# Review, Cont.

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- Create concept map summaries.
  - List the key concepts
  - Rank the concepts so that they flow from general to specific.
  - Draw lines that connect the concepts.
  - Finally review your map.



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# References

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- Becoming a Master Student, Dave Ellis, 10<sup>th</sup> edition.