



TAKING LECTURE NOTES

Reasons for taking lecture notes.

- Making notes forces you to listen carefully and engage in your lecture.
- Personal notes are usually easier to remember than pre-written text.
- Writing down of important points helps you to remember when you begin to study the material formally.

!!!Lecturers usually give clues to what is important to take down.

Some of the more common clues are:

- Material specifically written on the whiteboard.
- Repetition
- Emphasis
 - Emphasis can be judged by tone of voice and gesture.
 - Emphasis can be judged by the amount of time the instructor spends on points and the number of examples he or she uses.
- Summaries given at the end of class.
- Reviews given at the beginning of class.

Notes & your exams:

Questions in your exams will relate to the material coming up in your class, however, extra study is expected per topic to demonstrate your understanding.

⇒ The notes you have from your lecture may not be enough for you to demonstrate your understanding, therefore extra research and study is needed.

How? Through using the course textbook, finding relevant information online, YouTube videos, extra handouts from class, making your own notes, practicing what you've learned.

How to learn:

Record – in class, through lecture notes.

Reduce – tidy up notes, condense to important points

Recite – read, say to yourself, close notes, and write out.

Reflect – think about information, make connections with other learnings

Review – check over notes before moving on to new material.

Tips for Taking Notes:

1. Always date your notes, number the pages and keep separate from other modules.
2. If following a PowerPoint slide in class, number which slide your notes relate to.
3. Make your notes brief. Never use a sentence where you can use a phrase. Never use a phrase where you can use a word.
4. Use abbreviations and symbols, but be consistent. Ex (example), → (and so this means), NB (important) *** (possibly in exam).
5. Put most notes in your own words. However, the following should be noted exactly:
 - Formulas
 - Definitions
 - Specific facts
6. If you miss a statement, write key words, skip a few spaces, and get the information later.
7. Don't try to use every space on the page. Leave room for coordinating your notes with the text after the lecture. (You may want to list key terms in the margin or make a summary of the contents of the page.)
8. Keep separate A4s or folders per module, so that all your relevant notes are together.
9. Shortly after making your notes, go back and rework (or redo) your notes by adding extra points and spelling out unclear items. Refer to your textbook, watch YouTube short videos and flesh out your understanding of the topic Remember, we forget rapidly. Budget time for this vital step just as you do for the class itself.
(These are the notes you'll need to learn before your exam).
10. Review your notes regularly. Read over the last lecture's notes before you begin working on the next lecture's notes. This is the only way to achieve lasting memory.
11. If it's a module that requires practice, (e.g. Maths/Accounting), find sample practice questions and do them neatly so that you can refer back them as examples during test prep time.
12. Create a habit around having really good notes.