

Notetaking Tips

Compiled for PMS by Amy Breglio

Basic Study Skills/Tips for Studying Effectively

1. **Intend to...** Pay attention in class, be focused, anticipate what you will be discussing/hearing in class before you show up so that you are better prepared to participate in discussion and order the material you will be receiving
2. **Select...** Find the important components/concepts you should be taking away from each class (looking to your syllabus to see different section headings for different lectures can be very helpful for this)
3. **Organize...** Organize the materials that you have received in class and the notes that you have taken so that you can begin to see connections between the concepts that you have heard in lecture, found through reading, and developed through papers or seen on exams
4. **Rehearse...** Practice and review EVERY WEEK, not just before the test day! (*this is a really helpful one, and something I think that a lot of students neglect to do, myself included)

Note-Taking Specifics

- When taking notes in lecture, make them coherent but keep them brief- use abbreviations to save time
- If your Prof. writes on the blackboard be sure to take down what s/he has written because it will be points that are emphasized in the lecture
- Take down what is said at the very beginning and at the very end of class so that you have a sense of where the lecture and discussion moved during the course of the class
- Remember to date your notes for future reference- you may also wish to number the pages so that you know which material came before and which material came after- this is especially important in classes where what you are learning throughout the semester is cumulative and concepts build upon each other (i.e. in Science or Math classes)
- Some students also find it helpful to write only on one side of the paper or to only take notes on half a page so that when they return to the material to study they can add in other concepts or specifics that they may have learned later that pertain to the subject
 - Find a style that works for you- in a particularly fast lecture it may be helpful to make a chart with several lines that shows the progression of points the lecturer is making:

Point A Point B Point C (etc.)

- Write down the concepts the Prof. presents in your own words- this will help you to process the information and remember it better than if you were to write down the lecture word-for-word

Remember to use your resources!

<http://www.brynmawr.edu/academicsupport/StudentSupportServices.html> | <http://pms.blogs.brynmawr.edu>

Created by the Bryn Mawr College Peer Mentoring Services.