



Set up notes

- Write name and date in upper right hand corner.
- Write title of notes in center.

Take notes

- Write facts, details, explanations, definitions etc...
- Do not worry about spelling.
- Use abbreviations, pictures, drawings, graphs or pictographs.
- Skip a line to separate important information.
- Use dots, dashes, numbers, letters etc...as needed.
- Use color to differentiate, provide focus or highlight key concepts.

Add to notes

- Make additions, deletions or clarifications.
- Highlight or underline important points.
- Identify the main ideas.
- Add symbols or pictures to enhance the notes.

Review notes

- Review notes regularly, weekly and before an assignment.
- Cover the notes then either rewrite the notes from memory or review aloud.
- Reflect. Summarize the notes, relate the subject to yourself and your personal experience.
- Work with a Study Buddy whenever possible.
- Recopy notes for neatness and readability if necessary.