

Taking Notes in Classroom Lectures

You can develop your own note taking system and study strategy with the five "R's" of note-taking: **Record * Reduce * Recite * Reflect * Review**

A typical notes page:

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| <p>Heading Date: Class/subject or title or number: (e.g. 3/34)</p> | <p>Heading, continued... Guest speakers' names: including your fellow students' contributions</p> |
| <p>2. Reduce: After the class Summarize:</p> <p>key/cue words phrases questions</p> <p>Link to information from your textbook, Websites or other sources that helps you understand or study the material</p> | <p>1. Record/take notes in class here:</p> <p>identify the main points capture the main ideas</p> <p>Use outlines or concept maps</p> <p>Use words and pictures and graphs or whatever it takes to get the information down quickly. Avoid quoting unless it is very necessary.</p> |
| <p>Place notes in this section when reviewing/studying (see 5 below)</p> | |

3. Recite: Talk aloud!

- Review from memory what you have learned
- Using the left hand margin's key words and questions, talk through, or illustrate definitions, concepts, etc.

4. Reflect: Think over!

- How does this relate to what you knew before?

5. Review the notes you took

- At your next study session
- Before reading new material
- When studying for tests