

SAMPLE NOTE-TAKING: OUTLINE FORMAT

9/30 - HOW TO TAKE NOTES IN LECTURE

A. PREPARE BEFORE CLASS

WHY? makes you ready for what comes up

① READING

- mentally organizes information
- take notes and use as guide for lecture notes

② POWERPPT. OR NOTES SHEETS

- Print & bring them to unit on;
- look over before class

③ BEFORE CLASS BEGINS (arrive 5 min early)

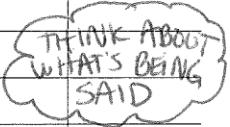
- Scan topics to be covered (syllabus, last weeks notes, etc)
- think about ?'s from reading, last class

B. DURING CLASS (varies based on class, instructor, me)

① LISTEN!

- FOR KEY ORGANIZATIONAL WORDS ex: "3 main things"
- TONE, EMPHASIS
- EXAMPLES

+ MAIN IDEAS



② WRITE!

- WRITE DOWN MAIN IDEAS, HOW THINGS CONNECT, EXAMPLES
- LEAVE SPACE TO ADD STUFF
- USE CODES OR SHORTHAND

EX: ≠ ▲ ↗
not equal change

③ OTHERS:

- watch body language
- ask questions (if I get lost)
- record (audio) lecture - optional; ask prof 1st

C. AFTER CLASS. (continued next page)