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:

<table>
<thead>
<tr>
<th>Heading</th>
<th>Heading, continued…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Heading, continued...</td>
</tr>
<tr>
<td>Class/subject or title or number: (e.g. 3/34)</td>
<td>Guest speakers' names:</td>
</tr>
<tr>
<td></td>
<td>including your fellow students' contributions</td>
</tr>
</tbody>
</table>

2. Reduce:
   After the class
   Summarize:

   key/cue words
   phrases
   questions

   Link to information from your textbook, Websites or other sources that helps you understand or study the material

1. Record/take notes in class here:

   - identify the main points
   - capture the main ideas

   Use outlines or concept maps

   Use words and pictures and graphs or whatever it takes to get the information down quickly. Avoid quoting unless it is very necessary.

Place notes in this section when reviewing/studying (see 5 below)

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