SAMPLE NOTE-TAKING: OUTLINE FORMAT

9/20 - 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 write on;
        - Look over before class
     3. BEFORE CLASS BEGINS (arrive 5 min early)
        - Scan topics to be covered (syllabus, last week's 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 ex: change
      - Use codes or shorthand
   3. OTHERS:
      - Watch body language
      - Ask questions (if I get lost)
      - Record (audio) lecture - optional; ask prof 1st

C. AFTER CLASS (continued next page)