

# SAMPLE NOTE-TAKING: OUTLINE FOMAT

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 write 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

THINK ABOUT WHAT'S BEING SAID

### ② WRITE!

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

EX:  $\neq$   $\Delta$  change  
not equal

### ③ OTHERS:

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

## C. AFTER CLASS. (continued next page)