

THINGS TO WRITE IN YOUR NOTES

1. *All items written on chalkboards, whiteboards, overheads, or other medium by the professor.* If a professor has taken the time to write something down, so should you. Chances are it is important.
2. *Any ideas, topics, or material that is emphasized or repeated.* The more often it is repeated, the more important it is that you include it in your notes.
3. *Word or phrase clues.* Professors tend to use them to suggest, hint, or tell you that an item should be learned. Possible words or phrases may include: "That sounds like a good test question," "You should remember this," or identifying key points, such as "First," "Second," "lastly," or other key words.
4. *Watch the professor.* If the professor looks at his/her notes or textbook, and then makes a new point, write it down. They often give critical information immediately after reviewing their notes.
5. *If the professor adds to a lecture, record those notes.* They may add to material discussed earlier in the lecture or they may complete their lecture and then add to it later. This is often a result of reviewing their notes or to a student question.
6. *Introductions and conclusions to discussions and lectures.*
7. *All terms, definitions, formulas, theorems, symbols or other specific information to the subject you are studying.* It is VERY critical that you understand these in order to know what the professor and classmates are discussing.
8. *Examples.* Instructors often include examples of how to solve a particular problem using the technique being taught. Indicate examples with "EX."
9. *Focus symbols.* These are symbols to add to your notes to improve the effectiveness of reviewing later. Examples may include placing a star (*) next to any topic that the professor has told you will be on an exam or has hinted that it would.

Remember to personalize your notes. The important thing is that **you** know what they mean. If you do not attend a lecture for any reason, make sure you get the notes from a classmate. *Do not photocopy them.* It will be much more effective if you copy them by hand (or type them), as it will help you to recall them later.