

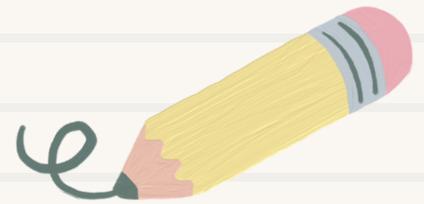
NOTE-TAKING BEST PRACTICES

BEFORE CLASS:

- **Review** notes from the previous lecture.
- **Preview** lecture materials.
- **Brainstorm** a couple of questions you may have from the readings, homework, or previous lectures.

DURING CLASS:

- **Listen** closely to the lecture.
- **Practice** “note-taking” and “note-making”
 - **Note-Taking:** Be brief and use acronyms that make sense to you.
 - **Note-Making:** Write down questions, reflections, and ideas about the material.



NOTE-TAKING:

1. First Idea under Main Topic
 - a. 1st Detail on Idea 1
 - b. 2nd Detail on Idea 1
2. Second Idea under Main Topic
 - a. 1st Details on Idea 2
 - i. 1st Detail on C

NOTE-MAKING:

- Reflections on Idea 1
- Questions on details of the lecture
- Connections between Ideas 1 and 2 and the Main Topic

AFTER CLASS:

- **Revise** and integrate notes within 2 days of class.
- **Review** lecture notes before the next class.
- **Ask** yourself: What have I been learning this week?

