

NOTE-TAKING

- Sit close to the front of the room.
- Use a modified outline:
 - List Topic
 - Indent details
 - Put points on separate lines
 - Leave white space between lines
 - Leave a wide ($\frac{1}{4}$ inch) left margin for follow-up notes.
 - Draw arrows to connect thoughts.
 - Use parentheses, brackets, asterisks, or stars to show importance.
 - Circle the main ideas.
 - Number or alphabetize steps, procedures, or processes.
- Abbreviate:
 - Eliminate vowels
 - Use word beginnings
 - Use standard symbols
 - Create your own abbreviations
- Use Acronyms – a word or phrase made from the initial letter or letters of each of the successive parts or major parts of a compound term. (ex.: to remember the 9 planets use **My Very Educated Mother Just Served Us Nine Pizzas**.)
- Write everything that is on the blackboard. Scribbles may be on the test.
- Review and highlight or add new notes as soon as class is over or as soon as you can.