

Note-Taking Strategies: Lecture Report Form

<p>LECTURE TOPIC</p>	<p>DATE PAGE # OF NOTES</p>
<p>Write summary questions in this column for each concept, idea or definition. These questions become potential test questions and transform your class notes into an instant study guide. Write questions in a way that would require you to answer them by providing all the information in your notes. Do this question exercise the same day you take the notes.</p>	<p>Write the professor's words here in your own words as neatly as possible.</p> <p>Separate individual concepts by two to three blank lines.</p> <p>Have two to three supporting details or examples that demonstrate the concepts you are recording.</p> <p>Always mark or highlight concepts when a professor stresses them or indicates that they will be on a test.</p>

THE LECTURE REPORT FORM
 Above is a diagram that shows you how to turn the class notes you take in your notebook into an instant report form or study guide. Just follow the directions provided.

Taking notes from a lecture can sometimes seem like a complicated process, but here are a few hints to make it easier. Your notes eventually will be used to study from; therefore, don't waste time by re-writing them to make them more organized—organize them from the very beginning.

Transform your notebook paper into a class lecture report form (see diagram on the left). Draw a vertical line approximately 3 inches from the left side to make two columns, one side for questions and one side for your notes. Or you may use 3x5 cards to make your summary questions.

STEPS FOR SUCCESSFUL NOTE-TAKING

1. Arrive a few minutes early to class, so you have time to get prepared and quickly review the notes from the previous class lecture.
2. Sit toward the front and in the center of the room. This will help you to stay alert, and may even help with your class participation grade.
3. Avoid writing down everything that is said word-for-word. Try to put the professor's ideas down in your own words.
4. Develop a key of symbols or abbreviations that you will use in note-taking to speed up the process.
e.g.=for example b/c=because
5. Use symbols, circled words, or capital letters to highlight your ideas for quick reference.
 - Use a ? to point out something you don't understand.
 - Use a * to highlight something important.
6. Attempt to learn how the professor indicates important information by voice tone, non-verbals, writing points on the board, etc.
7. Review your notes and write the summary points in the left-hand column of your page (see diagram). Do this as soon as you are able after class.