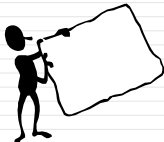


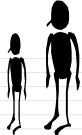
Step #2: Record

Record in Class

- During the lecture, write as many facts as you can.
 - Use shorthand to get the full idea.
 - Leave spaces between ideas so you can fill in more later.



Step #3: Reduce




Reduce after class

- As soon after class as possible, summarize these ideas and facts in as *few* words as possible in the Reduce Column.
 - Helps show relationships between points & strengthens memory.
 - Prepares you for exams gradually & ahead of time.


Step #4: Recall

- Recalling what you wrote in your notes, write questions in the Recall column of your notes to quiz yourself on the material.
 - Write your questions as close as possible to the beginning of the section in your notes you are quizzing yourself on.
 - Write a question for each new idea presented in your notes.



Step #4: Recall, Continued


- The questions you write in the Recall column will become your best method for checking what you have learned!



Step #5: Recite


Recite from the Recall Column.

- Cover the Record Column.
- Using only the words in the Recall Column, say over the facts as fully as you can *in your own words!*
- Then, uncover your notes and check what you have said against the facts.
 - This will help transfer ideas to your long-term memory!



Step #6: Reflect


- Reflect on possible test questions and mark unclear points.
- Helps in making sense of your notes by finding relationships and order in the material.
- Try to put ideas in categories & tie old material to the new.
- Think about which points will appear on tests & highlight any unclear points so you can ask questions about them *before* the next lecture.



Step #7: Review

Review to improve your memory.

- If you will spend ten (10) minutes every week or so in a quick review of these old notes, you will retain most of what you have learned and you will relate the facts and ideas to present lectures or readings.



Notetaking Tips

- Keep a separate section of your notebook or binder for each course.
- Notes for each lecture should begin on a new page.
- Date your lecture notes and number all pages.
- Never use a sentence when you can use a phrase, or a phrase when you can use a word.

Notetaking Tips, Cont.

- Use indentations to distinguish between major and minor points.
- Put most notes in your own words. However, the following should be noted exactly:
 - Formulas , Definitions, and Specific facts
- Use abbreviations and symbols wherever possible. Note down unfamiliar vocabulary and unclear areas.
- If you should miss something completely, leave a blank space and get it later.

Notetaking Tips, Cont.

- Develop a code system of note-marking to indicate questions, comments, important points, due dates of assignments, etc.
- Make sure you can understand what you have written and if needed, make corrections.
- Clear up misunderstandings or fill in missing information by consulting the lecturer, TA, classmates, the texts, or additional readings

The End!

