

# Note Taking Handout

## Freshman Seminar, Ellet High School

### Note-Taking Tips for Students

1. **Come to class prepared.** Bring paper and pen to class. Loose-leaf notebooks are best because you can add in handouts and additional information to ensure more organized studying. It is best to have read the assigned reading prior to the class as this helps you understand the material presented in the class.
2. **Organize your notes.** Put the topic of the class and the date on the top of the page. Keep all notes in a binder for that particular course.
3. **Don't try to write down every word your teacher says.**
4. **Write down the big ideas.** Listen for facts, connections, and main ideas.
5. **Use abbreviations for commonly occurring names and words.** You can develop your own abbreviations, so long as you don't forget what they stand for.
6. **Leave lots of room on the page.** When writing, leave ample space between ideas. There will be enough space to add information later on, if needed. Don't try to cram everything onto one piece of paper.
7. **Use diagrams and pictures where necessary.** Sometimes it is helpful to draw pictures that illustrates the connections between ideas, sequences, or events.
8. **Write down corresponding page numbers from your textbook.** Recording the page number of corresponding ideas and homework assignments can come in handy later on.
9. **Review your notes for accuracy.** It is also a good idea to rewrite your notes. This helps you remember the material.
10. **Make personal connections.** Think of examples from prior knowledge or from personal experience, and job these connections into your notes. It will help you remember the material.
11. **Obtain notes for missed classes.**
12. **Reorganize your notes into a study format.** Organize notes into a self-quiz format. For example, fold a sheet of paper in half. On one column, write a question from your notes. Next to it, write the answer. When you study, hide the second column and try to answer the questions. This same technique can also be done on index cards, writing the question on one side and the answer on the other.

### Works Cited

McGraw-Hill Companies, Inc. **Note taking Tips for Students.**  
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