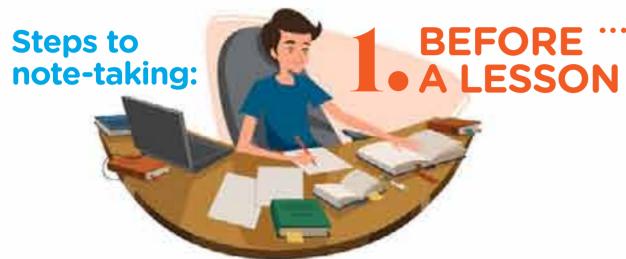
How to ale motes in clas In our learning journey, most of us attend classes to learn various topics. How do we sieve through the information we receive to decide on the important points? Can we retrieve and locate the information easily at any time? An easy way to achieve these goals is to take notes in class!

What is note-taking?

Note-taking involves writing down important points from the lesson. The notes should be able to help you process and understand the content in a more effective manner.

Why should you take notes?

- You will be forced to listen to the teacher carefully
- To retain information better
- Helps to recap and review what was taught in class
- Notes taken can be used as study material for exams



Be prepared

- · Look through the outline of the lecture and get a rough idea of the important concepts
- · Get ready to listen out for them during class

✓ Highlight unfamiliar terms

- Think about terms and concepts that you are unsure of
- · Get ready to clarify these during class



Keep organised

- Always make sure you start on a new page for each lesson
- Date and title your notes
- Number all chapters or pages

Be objective

 Keep in mind the purpose of the lesson. This prevents cluttering your notes with unnecessary information



· Listen for keywords, note down only important information, not everything





- Keep notes short and brief, use symbols, shorthand or visual aids
- Leave extra space for additional comments when you review your notes after the lesson

Write legibly

- ✓ Review
 - Identify and clean up parts that are not clear or illegible • Fill in further facts and examples to clear concepts

Evaluate

- Check that the information you have is accurate against other sources such as a textbook
- Consult your teacher if you are still unclear

Summarise

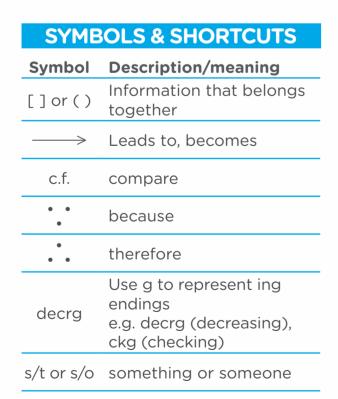
 Highlight keywords and important points that should be memorised

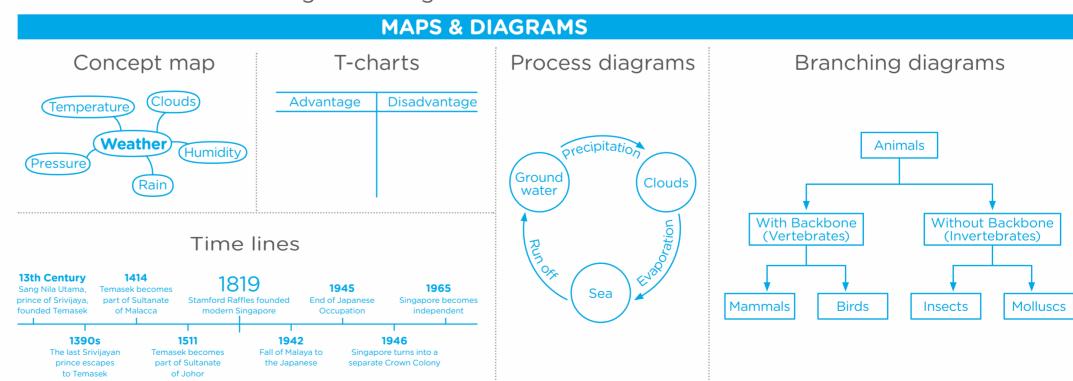


 Store your notes (whether physical or digital version) in a safe place for easy retrieval.

NOTE-TAKING AIDS:

Use the following aids to organise information





References:

Student Learning Centre, (2013) 'Effective Note-taking', Retrieved from http://slc.berkeley.edu/studystrategies/calren/notetaking1.html on 5 Dec 2013 'Common Note-taking Symbols and Shortcuts', Retrieved from http://www.cayuga-cc.edu/pdf/academics/studyskills/symbols_shortcuts.pdf on 5 Dec 2013 Alexandria Technical and Community College (2013), 'Methods of Note-taking', Retrieved from http://www.alextech.edu/en/collegeservices/SupportServices/StudySkills/ LectureNoteTaking/MethodsOfNoteTaking.aspx on 6 Dec 2013

University of Reading (2013), 'Effective Note-taking' Retrieved from http://www.reading.ac.uk/internal/studyadvice/Studyresources/Reading/sta-effective.aspx on 6 Dec 2013 Reading Rockets (2013), 'Classroom Strategies: Concept Maps', Retrieved from http://www.readingrockets.org/strategies/concept_maps/ on 6 Dec 2013











