

Why Take Notes?

Notes should encourage you to:

- take a more **active (thinking) role** in a lecture
- **remember principles, facts, and ideas more accurately** and for a longer period of time
- **think more clearly** and be more **organized** when it comes time to study for exams or prepare for papers or projects

Common Note Taking Strategies

Note-taking may be necessary for college success, but it's not always easy. **Do your notes suffer from any of these common problems?**

- You **write too little** or struggle to write everything that's being said
- Your instructor's **rate of speech is too slow or too fast**
- **Difficulties seeing or hearing things** in the classroom result in poor notes
- A **lack of knowledge of the subject area** of the class makes for incomplete notes

Easy Ways to Improve Your Notes

- **Personalize** - make notes in your own words
- **Condense** - paraphrase what you hear
- **Abbreviate** - but don't use shorthand
- **Relate** - make note of relationships between content
- **Question** - write questions you think of
- **Leave Blanks** - miss something? Leave spaces for filling in later
- **Omit** - content such as anecdotes and detailed illustrations can be left out
- **Copy** - important names, dates, and formulas should be written as-is, carefully
- **React** - write your own reactions [in brackets] so as not to confuse them with lecturer's viewpoints

Petaluma

Phone: 707-778-3616

Text: 833-419-0362

Email: studentsuccess@santarosa.edu

Zoom: [https://santarosa-edu.](https://santarosa-edu.zoom.us/j/7077783616)

[zoom.us/j/7077783616](https://santarosa-edu.zoom.us/j/7077783616)



Santa Rosa

Phone: 707-527-4410

Text: 883-434-038

Email: firstyearsuccesscoach@santarosa.edu

Zoom: [https://santarosa-edu.](https://santarosa-edu.zoom.us/j/7075274410)

[zoom.us/j/7075274410](https://santarosa-edu.zoom.us/j/7075274410)