



Thorough notes are essential for exam preparation and exam taking. Professors create exam questions from the information presented in lecture. If you review your notes within 24 hours after class, you will remember about 80% of the information for up to a month! If you don't review your notes, you will forget about 50% of the information by the next day!

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| Note-taking Tools | <ul style="list-style-type: none"> • Separate notebooks or electronic folders for each class • PowerPoint slides provide a framework for understanding lecture topics • Laptop for typing notes or pens/pencils for handwritten notes • A note-taking system that works for you (see Note-taking Systems Handout) |
| Before Class | <ul style="list-style-type: none"> • Identify the class topic from blackboard or your syllabus • Review your notes from the last lecture and relate them to the current class topic • Read over/print PowerPoint slides if they are posted before class • Read or preview the assigned reading to familiarize yourself with content, vocabulary, and visuals – charts, graphs, pictures |
| During Class | <ul style="list-style-type: none"> • Put a date on each page of your notes • Listen for the information you previewed before class • Capture in your notes the information not on the PowerPoint slides--professors will discuss in detail the content on the slides which you need to write down • Use abbreviations and your own system of notations like underlining, numbers, stars • Leave space between ideas to clarify content later • Copy down any information written on the board • Focus on writing down the explanations of diagrams and steps of problems • Listen for cues: professor slowing down to dictate or raising voice for emphasis; repetition; signal words, i.e. "It is important to understand..." |
| After Class | <ul style="list-style-type: none"> • Review your notes and add details from your memory within 24 hours of class • Use the book and electronic study tools to improve your understanding • Focus on the relationships between the concepts • Look at how the material is organized to understand how the professor presents information |