



## Note taking

### **Before the lecture**

- Do assigned readings
- Take notes on key terms and concepts
- Print out lecture notes or slides if available

### **During the Lecture**

- Sit up front
- Fill in details if using instructor's PowerPoint notes
- Use a voice recorder or [Smart Pen](#) by [Livescribe](#)

### **What to Note**

- Details of main topics in Powerpoint notes
- Anything instructor writes down
- Dates, definitions, examples
- Comparisons, Contrasts, Connections
- Visual aids and illustrations
- Items that are numbered or repeated
- Parts emphasized by volume or inflection
- References to the text
- Questions raised by instructor

### **After the lecture**

- Review notes
- Compare to class readings
- Rewrite and re-organize
- Mark confusing parts
- Write questions for instructor or tutors
- Make Concept Cards

#### **If Using a Smart Pen:**

- Upload notes to computer
- Replay Important or confusing parts

- Highlight important items