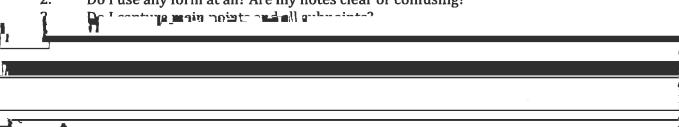# Evaluate Your Present Note-Taking System

Ask yourself:

1. Do I use complete sentences? They are generally a waste of time.
2. Do I use any form at all? Are my notes clear or confusing?
3. Do I capture main points and all subpoints?

4. Do I streamline using abbreviations and shortcuts?

Five Important Reasons to Take Notes

1. Notes trigger memories of lecture/reading
2. Your notes are often a source of valuable clues for what information the instructor thinks most important (i.e., what will show up on the next test).
3. Notes inscribe information kinesthetically
4. Taking notes helps you to concentrate in class
5. Notes create a resource for test preparation
6. Your notes often contain information that cannot be found elsewhere (i.e., in your textbook).

Guidelines for Note-Taking

1 Concentrate on the lecture or on the reading material.
2 Take notes consistently.