Note Taking

Taking good notes is a three-stage process in which there are certain things you should do before class, during class, and after class. Here are the three stages of note taking and what you should do during each stage.

**Get Ready to Take Notes (before class)**

- Review your notes from the previous class: looking for major topics, key words, etc.
- Complete all assigned readings.

**Take Notes (during class)**

- Use abbreviations and symbols.
- Place a ? next to information you may not understand.

**Rewrite Your Notes (after class)**

- Answer any questions you had when writing your notes in class.
- Check with other students to be sure you did not leave out important information.