



Note Taking Strategies

When you are listening to your instructor and trying to take notes at the same time, it can be a little bit difficult to write quickly enough. Using symbols in your notes will help you write more quickly. Here are some symbols you can use:

Acct.	Account	\$	Dollar	Info	Information	Lb.	Pound
&	And	↓	Down	<	Lesser Than	⇒	Resulting In
Assoc	Associate/ Association	=	Equals	Mgmt	Management	∴	Therefore
@	At	Ex.	Example	Max	Maximum	↑	Up
B/C	Because	' /Ft.	Feet	Min	Minimum	Vs.	Versus/Against
B4	Before	Govt	Government	≠	Not Equal	H2O	Water
△	Change	>	Greater than	#	Number	W/	With
Ch.	Chapter	*	Important	Pg	Page	W/I	Within
Dept	Department	"/in.	Inches	%	Percent	W/O	Without

Additional Tips for Successful Note taking

1. Date and Identify each page.
2. Write quickly but legibly
3. Mark important material with a star, underlining, a highlighter, a different colored pen, or capital letters.
4. Leave a space and place a question mark next to material you may not understand.
5. Try to use the same system to indicate importance.
6. Review and revise your notes within 24 hours of class.
7. Check with other students to be sure you did not leave out important information.
8. Review your notes from the previous class session before you come to class. This will help you remember what was covered and get you ready to understand new information your teacher provides.