



# 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