

## Note Taking Tips

- Date each entry... a simple 9/30 will do. If you accidentally forget your notebook and need to use a different one, make sure you also list the subject, i.e. 9/30 Earth Science notes...
- Take complete notes – write down as much as possible in class. Writing notes will force you to pay attention and help you to stay awake.
- Use abbreviations – If you use text messaging then you are familiar with abbreviations. Use abbreviations to take your notes, you will write faster.
- Neatness doesn't count, but you do need to be able to read what you wrote!!! Make sure it's legible.
- Copy your notes at home. Part of your studying at home should be to re-write your notes so that they are neater, you can also write out all of your abbreviations. As you are re-copying your notes check to see if the information makes sense...are you missing anything??? If so, consult the textbook, a classmate, or see your teacher.  
There are many ways to go about recopying your notes:
  - Use a binder – add and remove loose leaf sheets.
  - Use half a sheet of paper in class and re-copy your notes using the remaining half.
  - Write on one side, recopy on the back.
- As you are taking notes, recognize important information – pay attention to verbal cues. For example, if the teacher says, "The three causes were..." or "The most important reason..." or "This will probably be on your test..." when you hear these verbal cues, get out your highlighter, or use your pen to highlight or underline the information that follows.
- As you are writing your notes, also write down any questions you may have regarding the subject. For example, if you are taking notes on Shakespeare and Ms. Cowan keeps mentioning The Globe -- If you don't know what The Globe is...write yourself a note in the margins to look the term up in your book, or consult a friends notes...or better yet, raise your hand and ask!

## Note Cards

Note cards can be created from your notes or for studying vocabulary words. For Example:

WORD	DEFINITION..... ..... .....	NAME	WHY IS THIS PERSON IMPORTANT?
	April 23, 2012	Norah's birthday...Mrs. Panek's dog.	

*Note cards are great because...*

- You can study them both ways... word/definition definition/word
- They are convenient...you can have someone quiz you, and they don't take up much space.
- You can rubber band them, toss them in a shoe box or a drawer and you'll have them for a unit test or final exam.