

# Note-taking Tips for lectures:

In order to take good notes one must pay attention and listen carefully in lecture.

In order to stay alert in class:

- try to get a good night's sleep,
- sit near the front of the class,
- avoid daydreaming,
- if you have a laptop turn off your Wi-Fi off if possible or, use apps/add-ons (i.e. Stay Focused) that will block off sites that you may check on.

For the note-taking part, you must distinguish between important and unimportant information. This is a skill that improves with practice. You should be able to identify key words and key points to record:

- **Key words:** signal that the information that will be given is important or the one that follows it. Such key words can relate directly to the topic that is being covered (often appear in italics or bolded in textbooks.) These can relate to specific things the student is expected to do. Also, such key words can indicate that important information is following. (e.g. in addition, most importantly, above all, etc.)
- **Key points:** often correspond to the major headings in a chapter, or in the PowerPoints. Write these down and, if you wish you may bring them to class, and listen for them in lecture.
- **Cues and clues:** pay attention to what the speaker is saying and how he/she is saying it. Most common cues are: material that the professor writes on the blackboard, repetition, emphasis- judged by the tone of voice and gestures, and the amount of time the professor spends on a point -, summaries given at the end of the lecture, etc.

- In terms of note-taking methods, I prefer to use the outlining method, but you can use whichever ever method works best for you.
- Date your notes and number the pages if possible.
- Make your notes brief, use abbreviations and symbols to save time.
- If you missed any points, make sure to get the information later. Or, if you're confused, get clarification from the professor.
- Do try to keep your notes organized
- You can color code your notes. Underline and highlight important topics on your notes
- Review your notes regularly. Recite the information out loud and put it in your own words.

# Tips For Lecturers

**E Durkheim**



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