



WRITING CENTER

- Cullom-Davis Library 311/312 • 309-677-3254 • bradley.edu/writeright •

Note-Taking Strategies

- ❖ **DATE EVERYTHING!** Should always date your notes, especially if you're taking notes on a lecture. This will make it easier to keep them in order, and will also make it easier to take to your professor with questions should you have any later.
- ❖ Taking notes from a text
 - Focus on a particular topic/section at a time
 - Write down details/elements/points pertinent to that topic/section
 - Use two-column Reading Notes
 - Divide your paper in half down the center. In the first column, write down any points or quotes from the text that you think are important (be sure to cite them so you can find things quickly later). In the second column, write down your thoughts about them. This will help with reading comprehension as you work.
 - Annotated the text as you read
 - Mark up the text, whether it be with a pencil, highlighter, or sticky notes. Recording your thoughts on the actual text as you work has been shown to greatly increase reading comprehension and retention of what you're reading.
 - Read the text immediately after the lecture
 - The professor will generally cover in class the sections that are important out of the text
- ❖ Taking notes from a lecture
 - Board notes
 - Take down everything the professor writes on the board and re-write at a later date. You might also take photos of the board or screen **if your professor allows it** (be sure to ask!).
 - Take care of diagrams
 - ◆ If the professor calls attention to a particular picture or diagram, refer to it in your notes
 - Ex: see Diagram 4.5 on p.50
 - ◆ Or take a picture of/redraw the diagram later
 - Make room for it in your notes if you do this
 - Highlight anything the professor puts special emphasis on
 - PowerPoint slides

- If the notes are in PowerPoint form, download them from the class site
- In your notes, be sure to emphasize which slide your notes correspond to
- Handouts (in class handouts, not homework handouts)
 - Notes as handouts (i.e. PowerPoint handouts, other papers the prof hands you)
 - Annotate along with the lecture: don't just sit passively and assume everything you need is in the handout. Use it as a guide, and add your own notes to it as the professor is speaking.
- ❖ (Returned) Homework/Quizzes/Tests/Practice tests
 - Place with the notes that correspond to the date of the homework/quiz/test/practice test
 - This will divide your notes into sections that will be easier to study from
 - Make corrections in a different colored ink
 - Highlight things that confused you and write the answer next to it in a different color ink (from the color you made corrections with)

Still unsure about how to take great notes?
Make an appointment with the Writing Center!
Library, Room 311/312
www.bradley.edu/writeright