

Note-Taking Tips

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- Abbreviate and use symbols. For example, use = for equal and psy for psychology.
- Leave a couple of lines between topics and fill in what you missed after class.
- Review and edit notes shortly after class.
- Check notes with a classmate's notes.
- Compare notes with the textbook.
- Skim or scan the chapters before class.
- Select a note-taking system. For example, the Cornell note-taking system uses a larger column for your notes, a narrower column to the left to add questions later, and space for a summary at the bottom.
- Date and number your pages and identify the subject.
- Ask questions externally or internally to stay interactive with the material.
- Highlight Key words later.
- Make study aids and test questions from your notes.
- Take the necessary material to class and be well rested.
- It is better to write on one side of the paper so you can place them side-by-side for easier reviewing.

- Include examples and facts which illustrate key points.
- Consider taping the lectures to double-check your notes for accuracy.
- Re-write key points in your own words.
- Keep notes for each class in a separate binder.
- Be alert for verbal and non-verbal cues as to what the professor considers important.
- Sit close so you can see and hear well.

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Raymond Gerson has a masters in psychology and over forty years experience teaching personal and career development. Career counselor, job placement specialist, trainer, and former owner of an executive search business, he teaches college success strategy courses. He is the author of five books, including Create the Life You Want. Two of his e-books, How to Create the Job You Want and Effective Job Search Strategies are available for free at <http://www.raymondgerson.com> along with numerous articles on success and study skill strategies.