



Reading Study Center  
(920) 424-1031  
N/E 201

## **Notetaking:      What to do before, during, and after class**

**Before Class:**                      **Arrive at class mentally**  
**prepared to take notes**

1. Review the syllabus to know what the day's topic is.
2. Review the prior day's notes.
3. Read or skim the textbook chapter assigned for that day.

**During Class:**                      **Be alert, listen, and record**  
**notes**

1. Sit in the front and center of the room.
2. Begin writing immediately.
3. Do not limit your notes to just what is on the board or overhead. Include main ideas, relevant points, and examples.
4. Reflect the instructor's organization.
5. Make main points stand out by underlining or boxing.
6. Make use of blank space by skipping lines and indenting.

**After Class:**                      **Jell the material while it is still**  
**fresh**

1. Review your notes as soon after class as possible. Do this right after class, later that day, and once a week.
2. Using a different color pen, edit your notes to make your organization stand out.
3. Use the left hand margin to take notes on your notes by putting key words in the recall/cue column.

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your own words. It is best to do this out loud!!

5. Before the exam, use the notes to form a condensed summary sheet. This allows you to see the BIG picture.