Taking Good Notes at UMD!

Characteristics of Good Lecture Notes

• They are organized.
• They distinguish main points from details.
• They include examples.
• They clearly indicate lecture patterns.
• They allow for self-testing.
• They stand the test of time.
• They use abbreviations.

Getting Ready to Take Notes

• Do the assigned reading.
• Review your notes from the previous lecture.
• Have the extra edge. Get to class with time to spare and use that wait time to review.

Staying Active during Note Taking

• Sit up front and within the professor’s line of vision.
• Adjust your note taking to the professor.
• Listen, think and write.
• Paraphrase.
• Think about format and organization of your notes.
  o Split page method
  o 3 ring binder
  o Write on front of paper
  o Summarize in paragraphs
  o Leave spaces between and underline key points
  o Indent and mark details and examples
  o Number lists of reasons, characteristics, types, etc.
  o Use abbreviations whenever possible; develop your own system
• Practice Active Listening techniques – listen for the following cues the professor may give as a way of knowing what to put in your notes:
  o Lists
  o Cause/effect
  o Definitions
  o Examples
  o Extended comments
  o Superlatives
  o Voice or volume change

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