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During class, your teachers will talk about topics that you are studying. The information they provide will be important for you to know when taking tests, so it is important to take good written notes from the teachers' discussions.

Taking good notes is a three-stage process in which there are certain things you should do **before** class, **during** class, and **after** class. Here are the three stages of note taking and what you can do during each stage.

1. Get Ready to Take Notes (Before Class)

- Review your notes from the previous class session before you come to class. This will help you to remember what was covered and will allow you an opportunity to be ready to learn and better understand new information the teacher will provide.
- Complete all assigned readings before you come to class. Your teacher will expect that you have done this, and will use and build upon this information.
- Bring all note-taking materials with you to class. Have several pens and pencils as well as a notebook.

2. Take Notes (During Class)

- Keep your attention focused on what your teacher is saying and listen for "signal statements." These statements are a sign for you to take notes because the information your teacher is about to say is important and will most likely be on tests. Examples of "signal statements" are: "An important point..." and "Remember that . . ." Be sure to take notes on any information your teacher repeats or writes on the chalkboard.
- Write quickly so you can include all important information in your notes. You can do this by writing short sentences, abbreviating words such as 'med' for medicine, and using symbols such as '%' for percent.
- Place a '?' next to your notes if you aren't sure you understanding what it means.

See over ↪

Taking Notes In Class

3. Rewrite Your Notes (After Class)

- Rewrite your notes to make them more complete by changing shortened sentences into longer sentences, changing abbreviated words into whole words, and symbols into words.
- Make your notes more accurate by answering any questions you had when writing your notes in class. Use your textbook and reference sources to obtain the information you need to answer those questions. If necessary, ask your teacher or other students for help.
- Check with other students to be sure you did not leave out important information.

Having good class notes will help you be better prepared when you are studying for tests.