

Tips for Academic Success

Note-Taking Strategies

If you take notes during lectures you will perform better academically than students who just listen. The more complete your notes are, the higher your potential to excel! Furthermore, studies have shown that lecture material is the number one source of exam questions!

USE A THREE-RING BINDER

A binder can help keep class notes, reading notes, handouts, problem sets, graded work, and review sheets in one place. For those who prefer a laptop or tablet, consider Microsoft OneNote.

READING COURSE MATERIAL

Pre-reading in your textbook will provide a context for the lecture material, making it easier to retain the information.

TAKE YOUR OWN NOTES

Even if the professor distributes PowerPoints or if the class is on MediaVision, writing down information keeps you involved in the lecture. While taking notes, add your reactions to the ideas or note possible exam questions. You can also use your notes to create review sheets.

WRITE A SUMMARY

Leave space at the top of each set of notes to write a brief summary. This statement becomes your "label" for storing the information in your long-term memory. Write main ideas at the left hand margin. Indent to record details and examples.

BE ENGAGED DURING CLASS

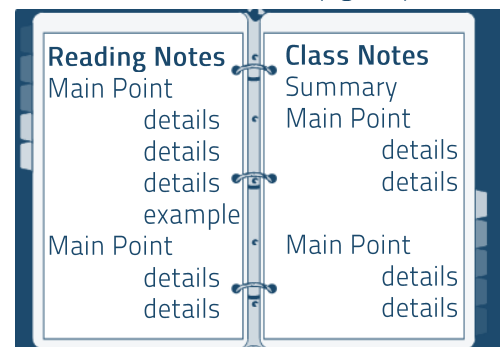
Sit in the front of the classroom, ask questions, and attend every class. You'll know what's going on in class, and your notes will reflect it!

REVIEW YOUR NOTES*

To retain the information reviewed in the lectures, it is important to look over your notes the same day as class. During this review, you can add information to your notes to help you understand sections that were not clear during class. *See The Forgetting Curve for more information.

FORMAT YOUR NOTES

Take class notes on the right-hand side of your binder. Save the left-hand page for reading notes and for sessions with your professor, SI group, SI leader, tutor, or study group.



Use your preferred learning style to make the most of your notes!

If you are a *visual learner*, add color or highlighting to your notes to mark the important points. Create diagrams to process how ideas relate to one another.

If you are an *auditory learner*, read your notes aloud. Explain your notes to a study partner, tutor, or study group.

If you are a *kinesthetic learner*, someone who learns by doing you may want to rewrite your notes integrating ideas as you go.

Tips for Academic Success

Note-Taking Abbreviations



Adapted from *Saint Michael's College: English for Academic Purposes*.

Bauer-Ramazani, C. http://academics.smcvt.edu/cbauer-ramazani/IEP/acad_skills/symbols_abbrev.htm

SYMBOL/ ABBREV.	Words/Phrases used in lectures	SYMBOL/ ABBREV.	Words/Phrases used in lectures	SYMBOL/ ABBREV.	Words/Phrases used in lectures
=	is (was), are (were), is equal to, is the same as	gov. (or gvt)	government	X	times (multiple)
'	is different from, unlike, is not equal to	mbr	member	int'l	international
&, +	and	dept	department	/	per
>	is greater than, is more than	co.	Company	mo/wk/yr/hr	month/week/year/hour
<	is less than, is smaller than	Inc.	incorporated (= Ltd., limited, in Britain)		
b/c	because, because of	mph	miles per hour	mtg	meeting
\	from this we can conclude, therefore	st.	Street	# (or no.)	number
==>	lead to, result in, cause s.th. to happen, create, affect	P	price	@	at
<==	result from, be affected by, as a result of	S	supply	%	percent, percentage
ã	go up, increase, rise	D	demand	\$	money, dollar (any currency)
â	go down, decrease, drop, fall	Y	income	ev.th.	everything
w/	with	π	profit	th.s.	themselves; also h.s.= himself/herself
w/o	without	CEO	Chief Executive Officer	mfrg	manufacturing
w/in	within	mgt	management	ec.	economy, economic
e.g.	for example, for instance (also: EX)	mgr	manager	stkhldr	stockholder
i.e.	that is, in other words	chge	change	mfr	manufacturer
mkt	market	xchge	exchange	mktg	marketing

Want More Information?

Drop by Sears 340, or call 216-368-3478 to schedule an appointment with a staff member in Academic Resources.

STUDENT ADVANCEMENT

Academic Resources | 340 Sears | academicresources@case.edu | 216.368.3478