Note Taking & Study Skills

Presented by The Student Success Center
Objectives

• Educate on note taking strategies and study skills.
• Provide a solid start for improving note-taking and study skills in order to easily review notes and prepare for exams.
Note Taking Strategies

Great note taking skills make exam prep easier!
Taking Notes in Class

Read assigned material before class
- You will be able to identify topics discussed in a lecture and in the readings, indicating a sign of importance and to take notes on these

Listen for key words
- When the instructor speaks louder, repeats words, writes on the board or gives an example, this indicates importance

- Print slides before class
- This will help you follow instructor’s train of thought
- Review notes before leaving class (or soon after)
- By reviewing notes within 2 hours of class, you are more likely to recall details you missed
Taking Notes While Reading

• Review headings, graphics, photos, list of terms, and summary before reading

• Don’t highlight or underline too much

• Read of portion of material first before deciding what to record

• Don’t get caught in the definition trap

• Create a list of questions after reading
Study Skills
• Prepare by taking well-recorded notes
• Study daily by yourself
• Study regularly with a group/peer
• Ask faculty for help

• 5 Day Study Plan
• Make a schedule and stick to it!
  - Create a daily schedule in the beginning of the term
  - Set SMART goals for every course
• Don’t do other activities while studying
  - Evidence shows that background music actually helps us focus
• Don’t cram!
• Don’t miss class
• Reread and preread
• Study in short bursts
• Organize notes using concept maps and graphic organizers
• Color code material
• Use the internet to get practice questions
• Recite notes out loud
• Make flashcards
• Create an outline
Memorization Strategies

- Chunking
- Recitation
- Association
- Mnemonics
- Musical/rhythm associations
- Patterning
- Visualization
Study Groups

• Set rules for socialization versus studying
  - Try the egg timer rule
• Leave your phone or iPad elsewhere! (in the car, at home, anywhere you won’t be able to easily get it. NOT a purse or pocket!)
• Have your questions and concerns written
• Location should have minimal distractions
• Set a regular meeting time
• Prepare for the session
• Test each other on all previous material, not only week’s material
Watch out for Time Wasters!

- Lack of clear agenda for the study time
- Lack of preparation by all group members
- Distractions