



# 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

READ  
PRINT  
LISTEN  
REVIEW



# 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

REVIEW  
READ  
QUESTION

# Study Skills



- Prepare by taking well-recorded notes
  - Study daily by yourself
  - Study regularly with a group/peer
  - Ask faculty for help
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- 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

