

TAKING LECTURE NOTES

- I. There are many reasons for taking lecture notes.
 - A. Making yourself take notes forces you to listen carefully and test your understanding of the material.
 - B. When you are reviewing, notes provide a gauge to what is important in B.~~pt.~~ Personal notes are usually easier.
 - D. The writing down of important points helps you to remember before you have studied the material formally.

- II. Instructors usually give clues to what is important to take down. Some of the more common clues are:
 - A. Material written on the blackboard.
 - B. Repetition
 - C. Emphasis
 1. Emphasis can be judged by tone of voice and gesture.

Learning to make notes effectively will help improve your study and work habits and to remember important information. Often, students are deceived into thinking that because they understand everything that is said in class they will therefore remember it. This is dead wrong! Write it down.

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