TOP TEN NOTE TAKING TIPS

10. Write quickly but don’t write every word. The average lecturer speaks approximately 125–140 words per minute, and the average note-taker writes at a rate of about 25 words per minute.

9. Date your notes and number the pages.

8. Use outline form and/or a numbering system. Indention helps you distinguish major from minor points.

7. Leave room for coordinating your notes with the text book after the lecture. (You may want to list key terms in the margin.)

6. If you miss a statement, write key words, skip a few spaces, and get the information later.

5. Be brief. Write down only the major points and important information.

4. Translate ideas into your own words.

3. Write legibly. Notes are useless if you cannot read them.

2. Keep notes in order and in one place.

1. **Take notes!** Even though you may understand everything that is said in class, you won’t remember it unless you write it down.