

# NOTE-TAKING IN THE CLASSROOM

## I. The three parts of effective note-taking:

1. Observation: During note taking, observe the instructor's body language, kinds of visuals used and how they relate to the subject.
2. Recording: This is the note-taking part of the process. Knowledge of outlining, legible handwriting, supplies such as pen and paper, and even a tape recorder will be helpful and make taking notes easier.
3. Review: It is important to review what you have written to make certain that you have included all of your observations. Make a list of questions to ask the instructor if you need something clarified.

## II. Tips for effective observation:

1. Do your homework: Complete all assignments that have been given prior to the lecture. The instructor will assume that you have become familiar with the subject