**Note Taking Tips in the Classroom**

1. Use **good handwriting**.
2. **Write the date and subject** at the top of your notes.
3. **Number the pages** in your notes.
4. Write your notes in page number order. Don’t skip around in your notebook unless the teacher instructs otherwise.
5. If the teacher is using a type of Power Point presentation, write the heading of each slide and all details under it. Make your notes look like the slide (use bullet points, capital letters, etc.)
6. Don’t try to write every word. **Write important key words**, ideas, and phrases.
7. Leave a blank space between each point.
8. Listen for **CLUE words** from the teacher.
   1. “This is **important**…”
   2. “The **first**…” If there is a first, there are probably more to follow.
   3. “There are **three**…” Be sure to copy all three
9. **Use abbreviations** to make it easier and faster to take notes. Make sure to use abbreviations that make sense to you.
10. **Always** write down dates, names, and numbers.
11. **Put a question mark** next to the things the teacher said that you don’t understand. Later, you can go back and ask the teacher for more explanation.
12. **Look at your notes later** that day and fix up anything that doesn’t make sense.
13. It may be helpful to rewrite your notes **using a graphic organizer** to help you remember the information for a test or quiz. Examples are: bullet points, outline, T- chart, web, venn diagram, etc.

**Note Taking During Research**

**Remember “ABC LOU” for Note Taking:**

|  |  |
| --- | --- |
| **A**bbreviations  **B**ullets  **C**aveman Language (phrases) | **L**ists  **O**ne word for several (paraphrase)  **U**se your own words, cite your sources |

**Abbreviations** – make shorter, to shorten a word or phrase.

**Bullets** – dots/icons used to highlight items in a list; used to create a list

**Caveman Language** – using phrases to take notes

**Lists** – a series of related words, names, or items that are arranged in order, one after the other.

**Paraphrase** – one word for several; restate something by using other words to make it simpler.

**Use your own words** – restate information by using your own words; never copy someone else’s work without quoting/giving credit to the author/resource.

**Citing Sources** – a formal system for documenting (giving credit) to the sources used while doing research.

**Graphic Organizer** – template for recording information. Ex: Web, Venn Diagraph

**Trash & Treasure** – reading information in various sources, identifying keywords that relate to guiding questions and taking out those “treasures” for notes and “trashing” or leaving behind the rest.

Get a general idea of the material you are going to read by first **reading headings, subheadings, and summaries**. Review **questions that may appear at the end** of the chapter. Note **sidebars that contain highlighted information**. Look at **pictures and captions**. Look for answers to the questions: *Who?, What?, Where?, When?, Why?,* and *How?* ***These may be the main points or most important information.***

Don’t write exactly what you read or copy and paste. Write your notes in abbreviated form and in your own words.

Leave some room in the left margin for comments or questions you might have.

When you are finished, review your notes and highlight the most important information.

**Note Taking Abbreviations**

|  |  |
| --- | --- |
| **Symbol** | **Word/Phrase** |
| + | And, plus |
| b/c | because |
| w/ | with |
| w/o or w/out | without |
| = | Equals, the same as |
| e.g. or ex. | For example |
| < | Less than |
| > | Greater than, is more than |
| # | number |
| $ | Dollar/money |
| ” | inches |
| ’ | feet |
| - | Less, minus |
| btw | between |
| % | percent |
| ~ | About, approximately |
| \* | important |
| @ | at |
| pg., p. | page |
| amt. | amount |
| vs. | Against, opposed, versus |
| govt, gov. | government |
| cont., con’t | continued |