## Tips for Active College Note-Taking

### Before You Take Notes
1. Decide on a preferred style
   a. CORE
   b. Cornell
   c. Linear/Graphic Outline
   d. Color
   e. Sound or Video Recorder
2. Assemble appropriate supplies
   a. Pens? Colored?
   c. Recording device?
3. Complete homework before class
4. Create & bring in your questions
5. Attend every class
6. Create positive attitude
7. Be organized and label
   a. Course name
   b. Date
   c. Topic of that class
   d. Readings that correspond
   e. Page numbers for your notes

### While You Take Notes
1. Consider WHAT to write in your notes
   a. Key Concepts
   b. Main Ideas
   c. Supporting Details
2. Ask and Answer Questions Actively
3. Listen for verbal cues
   a. The point is…
   b. The key is…
   c. The next step…
   d. On page…
   e. That’s a great question/answer
   f. Let me repeat…
4. Stick to your style choice
   a. Outline
   b. Concept Map
   c. 3-column for Math Notes
5. Speed up Note-taking
   a. Condense- not every word
   b. Leave blank space
   c. Abbreviations
6. Record the Class

### After You Take Notes
1. Polish within 24 hours
   a. Finish Partial Sentences
   b. Expand on key words
   c. Fill in spaces with missing information
   d. Correct misspellings
   e. Clarify unreadable words and confusing sentences
   f. Delete unnecessary information
   g. Revise drawings or charts
   h. Correct steps in problem solving
2. Turn notes into study guides
3. Organize Reading Guides and Notes together
4. Talk to others about what you read and understand
5. Compare Notes
6. Plug into the CORE Study Method

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To retrieve blank worksheets:
FCC homepage>Library>Resource Guides>Student Help &Support>Study Skills