

Tips for Successful Volunteer Note-Takers

The first step to taking effective notes is to:

- attend all lectures
- sit in the front of the classroom
- be an active listener

The following suggestions will help you become a great note taker:

- Record the date and class on the top of the first page of notes.
- **ALWAYS** Number your pages.
- Use dark ink if writing your notes by hand.
- Write neatly. Make notes complete and clear enough to understand when you come back to them.
- If you use abbreviations, make sure you include a “key” so your notes can be understood.
- Highlight important items with asterisks (*) or draw circles or boxes around main topics. You can even highlight important ideas, terms, and concepts with different colors. Indentation and underlining can also be used to emphasize a point. Show uncertainty with a circled question mark.
- Leave plenty of white space for later additions. Skip lines. Leave spaces between main ideas.

Information to Include in Your Notes:

- Anything written on the board or presented on an PowerPoint or overhead.
- Any information that is repeated or emphasized by the instructor, especially when the following phrases are used: “finally,” “remember,” “most important,” etc.
- Numbered or listed items.
- Important or new terms, definitions, and examples.
- References to your text book.
- Include pertinent comments made by your class mates.
- Ask questions about topics that need more clarification.

If you ever feel like you aren't able to keep up, DON'T WORRY - just write down key nouns and verbs so that you can return to fill in any gaps. Make sure you leave blank spaces for missed information.

Lastly, review your notes and fill in any gaps.

THANK YOU FOR BEING A VOLUNTEER NOTE TAKER!