How to take notes effectively

1. Introduction

College academic performance depends on taking thorough notes in class. It can be beneficial to actively take notes during class to concentrate and comprehend the major ideas. Before a class discussion, you could sometimes be required to watch an instructive video. Your active listening, knowledge retention, and comprehension will all increase with good note-taking. You'll recall what you hear and see more clearly if you take notes on both synchronous and asynchronous content.

Good notes are essential for revisiting and studying the topic after class so that you may better grasp it and get ready for tests. You can avoid the confusion that frequently arises from attempting to make sense

of disorganised, overpowering, insufficient, or wordy notes by taking notes that are quick and to the point. Taking thorough notes while viewing a video might spare you the trouble of pausing, rewinding, and rewatching significant portions of a presentation. An excellent resource for making outlines and studying is a set of well-organized notes.

2. How to take good notes in class

There is a lot going on in class, so it's acceptable if you can't fully understand every major idea. Going over your notes again after class (preferably within a day or two) to verify for clarity and fill in any blanks is part of taking good notes. In fact, doing so can help you decide what's most important and organise your thoughts more effectively. Keeping this in mind, having reliable sources is crucial.

Preparing to take good notes in class

The first step in taking notes effectively in class is to come to class well prepared. Some of the steps you can take to improve your note-taking before class even begins are:

- Preview your text or reading assignments prior to lecture. Previewing allows you to identify main ideas and concepts that will most likely be discussed during the lecture.
- Look at your course syllabus so that you know the topic/focus of the class and what's going to be important to focus on.
- Briefly review notes from previous class sessions to help you situate the new ideas you'll learn in this class.
- Keep organized to help you find information more easily later. Title your page with the class name and date. Keep separate notebook sections or notebooks for each class and keep all notes for each class together in one space, in chronological order.

3. Note-taking during class

After being prepared and organized, Here are some practical steps you can try to improve your in-class note-taking:

- Instead of writing down the entire lecture or every word the lecturer says, concentrate on the key points they make if you're looking for conceptual information. Remember that you can always define words or topics you didn't understand in class if you reread your notes after class.

- Only if you read these notes within 24 hours can you benefit from recalling the majority of the lecture when studying factual material for short-answer test questions.

- Make a note of any questions and ideas you have, as well as any subject that confuses you that you wish to research further or contact your lecturer about.

- Write down any terms, dates, names, or other information that you may subsequently define or expand upon.

- Make notes that are easy to read and understand afterwards by making them concise, organised, and visually appealing. For suggestions, refer to the various note forms below.

- Use symbols and abbreviations to make your notes clear and succinct. Instead of writing whole sentences, use bullets and phrases. This will keep your hands and mind active during class and make it simpler for you to find items afterward. You'll be able to concentrate better on the key ideas.

- Maintain consistency in your organisation. Choose a system that works for you and stick with it every day so that your notes are organised consistently.

- Follow the tips above for online lectures to help you efficiently manage your time.
- Maintain consistency in your organisation. Choose a system that works for you and stick with it every day so that your notes are organised consistently.
- To efficiently arrange your study time for online courses, use the techniques above. Use the rewind function once you've viewed the lecture in its entirety to fill up any significant gaps in your notes. If there are any parts of the lecture you want to review later, make a note of the timestamps.

4. Determining what's important enough to write down

You might be trying to figure out how to sum up a lecture's major themes. Here are some pointers for identifying a lecture's key points:

- Introductions frequently contain summaries and overviews of the important ideas.
- Keep an eye out for key phrases and terms like "There are four main...", "To sum up," and "A major reason why"...
- Repeated words or ideas are frequently significant.
- Important points can be conveyed using nonverbal cues like pointing, gestures, or vocal emphasis on particular words, among others.
- A summary of the key ideas from the lecture is frequently given in the closing remarks.
- Think about taking in live seminars online. You can be forced to concentrate by listening to the lecture for the first time without pausing or fast-forwarding.

5. Is handwriting, digital, or a combination of both the best approach for you?

It may vary across pupils how to take notes so that they thoroughly comprehend all of the information offered both conceptually and factually. For instance, transcription of lecture notes, which is best done digitally, frequently involves working memory, or the capacity to process and modify information in-the-moment. However, due to individual variances in working memory processes, which method is optimal for you may vary. According to research, handwritten notes can improve our ability to learn and recall abstract concepts. The speed and storage advantages of entering notes on a computer outweigh the disadvantages, though. Before selecting what is best for you, think about these distinctions.

Handwritten	Digital
Easier to create diagrams and illustrations	Faster; easier to take higher volume of notes
Sometimes better for visual learners	Easier to edit and reorganize for later studying
Provides more focus for students prone to digital distraction	Can be backed up, shared, searched, etc.
Can be better for comprehension and retention of conceptual information	Can be better for comprehension and retention of factual information

For more information you can see:

https://learningcenter.unc.edu/tips-and-tools/effective-note-taking-in-class/