

WHEN INSTRUCTORS TALK FAST AND HOW TO TAKE GOOD NOTES

1. Create your own shorthand: because (b/c), with (w/), without (w/o), example (ex), like (lk), difference (diff). Often it is helpful to eliminate vowels or just use the beginnings of words: "Lrn 2 wrt lk ths b4 U go bananas!"
 - A. On average, figure to write about 1 of every 8 words spoken. Make sure to write key words, phrases and important ideas.
 - B. Look 4 words that signify importance: "The important Point is," "In summary," "In conclusion," "Therefore." Others? (Note what the instructor writes down.) Note repetitions. Note when they slow down.
2. Ask questions. It will slow them down.
3. Ask them to repeat something. Many others also likely did not get it written down.
4. Prepare for class so you have more familiarity with the material.
5. Stay until the very end of the lecture. Do not pack up your materials before the end. The key point may be said right at the end.
6. Exchange photocopies of your notes with friends and compare.
7. Leave empty spaces in your notes to fill in later. Right after class-review the notes and fill in stuff or correct your typos. Note any questions you have. Add any important points you remember.
 - Note: It is crucial to review your notes the same day you take them. By doing this you will greatly increase the chance you will remember the material when there is an exam.
8. Ask the instructor after class about something you didn't get.
9. Use a tape-recorder (with the instructor's permission).
10. Use an outline format. Write a topic on one line and supporting details below. Leave extra space to add additional information if needed.
11. Sit near the front of the room.
12. Write legibly. Date your lecture notes. Keep all your notes for one class in the same place.
13. Review your notes 15 minutes each day and 30 minutes at the end of each week.