**Noticeable Notes**

leave 1-2 inch margin on the left

| What to do before class... | • look over assignment  
   • note main headings, sub-headings  
   • review charts, diagrams, pictures  
   • watch for summaries  
   • review questions |
|---------------------------|--------------------------------------------------|
| What to do in class...    | • listen for what the professor thinks is important  
   • note key ideas, new vocabulary, clue words, examples  
   • listen for repetition  
   • listen for references to other classes, to text |
| What to use...            | • tools that make notes bright, easy to read  
   • suitable, non-intrusive technology (laptop, “smart pens”), if needed  
   • felt tips or pointed highlighters in a darker color (not yellow) for underlining, arrows, special marks  
   • large letters for important ideas  
   • symbols for brevity *, +, =, &, \( \rightarrow \), \{, ?, !, ^ |
|                           | **USE SPACE**  
   | for emphasis |
| Keep taking notes...      | even when...  
   • there is a class discussion  
   • you are tired or class is almost over |
| What to do after class... | • go over your notes within 24 hours  
   • highlight new terms, new names  
   • use the side margin to make summary notes  
   • note diagrams that correlate with text book page  
   • put the notes into your own “system” (visual chart, your own words vs. the professor’s words, flash cards, etc.) |