

LRN TO WRT GD NOTES

Are you tried of trying to write down every word your teacher says during a class lecture? While you are wondering if the word “received” is spelled “ei” or “ie,” do you miss the mention of two important dates? Here are some suggestions to help you keep up with even the toughest course by being both imaginative and organized in you notetaking.

1. Keep a separate notebook for each class, or use one fat notebook with dividers for each subject. The important thing is keep notes from different classes separate.
2. Date the notes for each day’s lecture.
3. Listen to everything, but be selective and write down only the main points. Don’t ever try to copy down every word.
4. Leave space between main ideas for the addition of important details, questions, revisions.
5. Develop your own system of shorthand to help you work fast. Here are some suggested abbreviations:

ex. = example	w/ = with
p. = page	w/o = without
no. or # = number	2 = to, two, too
b/o = because	diff. = different
b/4 = before	i.e. = that is
wd = word	? = question

When in a hurry, omit the words *a*, *an*, and *the*, and dot your *i*’s and cross your *t*’s later. Also, abbreviate any simple words by omitting vowels (“learn” becomes lrn, “write” becomes wrt, “good” becomes gd, etc.). The only things you won’t want to abbreviate are dates and proper nouns.

6. If you miss something important, don’t ask the person sitting next to you what was just said – this will cause you both to miss something else. Instead, leave a blank and fill it in after class by asking another student or your teacher to give you the information.
7. Reread your notes *as soon as possible* after class. Add any additional details that come to mind, check spelling of proper names, and mark important points with stars or red checks to make them stand out.

