



NOTETAKING IN CLASS



When to use it

- You want to focus, listen and learn in a class.
- You can type as fast as you write.

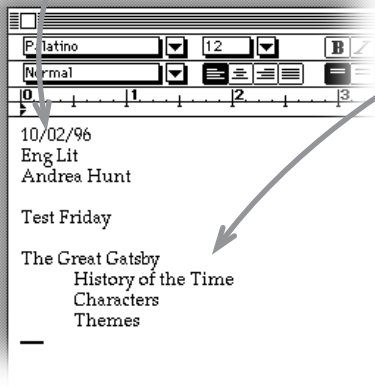
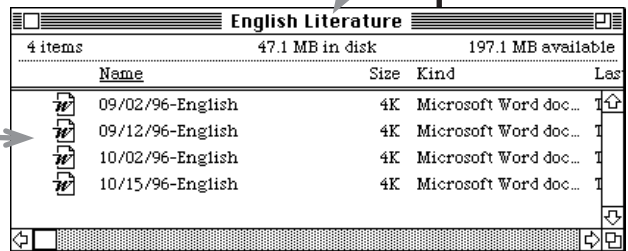


How to do it

Before you start, create a folder for notes taken in this one class.

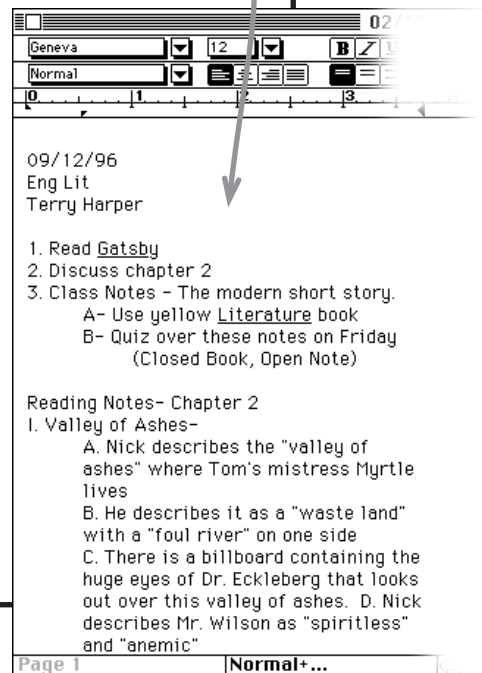
1. Create and save a structure.

- Save it in the class folder, naming it for that Date - Class.
- Type your name, date and class on separate lines.
- Guess what the class will cover and type in key words.



2. Insert details.

- New lines for new ideas
- Tab to indent subtopics
- Put ideas where they "belong"
- Use your own words (Be brief.)
- Abbreviate as much as pssbl.
- Use bold, CAPS, underlining.



3. Review and reflect.

Review your notes ASAP!!
While they are "hot," you can easily:

- read
- re-structure
- spell check
- note questions