

A decorative border of red hearts surrounds the entire page. The hearts are arranged in a grid-like pattern, with one heart in each corner of a square, and the rest filling the sides.

IN THE CLASSROOM

TAKING NOTES

- **BASICS**

1. Clear, concise notes are more effective than copious notes.
2. Instead of using a spiral, use a loose-leaf notebook divided in class sections.
3. Make all notes on loose-leaf paper. In an upper corner title and date each sheet as you use it.
4. Rewrite and combine your old study and lecture notes into a new single set of notes or outline. Use them as a replacement for your old notes in the loose-leaf binder.

This gives you complete control of and fast access to a crucial part of the learning process-Your Course Notes their organization, additions, replacements and rewrites thereof!

- **LECTURE NOTES**

1. Sit near the front of the class to avoid distractions.
2. **Be a good listener** – Focus and concentrate on the main point of the lecture. Get them down on paper. You'll put them in your own words later along with your study notes. Pay attention to the Instructor's clues as to what they consider important.
3. If there is something you don't understand, **ASK!**
4. For fast classroom access to key information on major topics use a *Quick Study* chart if available.
5. **Immediately after a lecture**, without looking at your notes try to recall on a separate paper as much as you can about what you have heard and learned. Then review your actual lecture notes to confirm and/ or supplement your memory.
6. **During your next study session quickly recall again** on paper what you learned. Then review and reorganize your lecture notes in your own words.
7. **Repeat the recall process several times** over several days to commit to new information

Your listening skills, note taking and ability to manage your sessions, will be prime determinate of your success, will be the prime determinate of your school!