

Taking Effective Notes

Study Skills Workshop
Academic Support Center
NMSU-A

Agenda

- Benefits of Good Note Taking
- Self-Assessment
- Note Taking Basics
- Note Taking Styles
- Discovery
- Survey Completion

Note Taking Benefits

- What are the benefits of taking good notes?
 - Helps to retain information
 - Can be used for studying/review
 - Better test/quiz scores
 - Easy to look up specifics
 - Feeling in control/confident
 - Others?

Self-Assessment

You must learn day by day, year by year, to broaden your horizon. The more things you love, the more you are interested in, the more you enjoy, the more you are indignant about, the more you have left when anything happens.

----Ethel Barrymore



Note Taking Process

Observe

1. Set the stage
2. “Be here now”
3. Watch for clues

Note Taking Process, cont.

- Note taking basics and note taking styles



Note Taking Process, cont.

- Review
 - Review within 24 hours
 - Edit notes
 - Fill in key words
 - Conduct weekly reviews
 - Use key words as cues to recite
 - Consider typing up your notes
 - Create mind map summaries

Discovery

- Recall a recent incident in which you had difficulty taking notes. Describe the incident to a partner.
- Now preview the handouts and reflect on what you've just learned. What are five strategies you can use right away to take better notes?

Effective Note Taking Workshop

Thank you for attending our student success workshop. Please take a few moments to fill out the survey and return it to your facilitator before you leave.

For more information on study skill topics, please visit the
Academic Support Center

(Building



for Student Success)