

# TAKING NOTES



- Always write the date and course code at the top of every paper.
- Use highlighters and colored pens to identify key concepts.
- For video lectures, write the name of the video down in case there's more than one per lecture.
- Include a timestamp for the information you want to remember, including key concepts or where you may have questions.
- Keep all of your notes for each course together, including any notes that you make from readings or tutorials.



- Stop videos often to “keep up” with the lecturer
- Capture additional points that are mentioned verbally
- Think deeply about the problems that are important parts of the learning process
- Create a concept summary to help you organize the important concepts



Whichever note-taking method you choose, create a concept summary to help you organize the important concepts needed to solve problems. A concept summary includes:

- Title
- Key formulas
- Definitions, units and symbols
- Additional important information
- Explanation in your own words



- Use your instructor's provided slides or skeleton notes as a reference.
- watch lecture recordings at their normal speed to give yourself enough time to listen, think and then write down any concepts that you think are important.
- make note of where the instructor spends the most time
- Use your course discussion boards and supplement your notes with answers or discussion points from your peer
- connect your readings to the lecture content and make notes of key points