

Name _____

ANALYZING YOUR NOTE-TAKING - Check ALL that you usually do.

Due: _____

- Before Class:**
- ☐ I complete the assigned reading and other assignments
 - ☐ I review my notes from the previous class
 - ☐ I prepare questions from my reading or previous class notes
 - ☐ I arrive early or on time
 - ☐ I sit where I can easily see and hear and am not distracted
 - ☐ I have pen/pencil, paper and other materials needed for class ready
 - ☐ I draw a line for the recall column
- During Class:**
- ☐ I write on only one side of the paper
 - ☐ I write the day, date and page number on the page
 - ☐ I write the main topic for the lecture
 - ☐ I ask questions that I have prepared from reading or previous notes
 - ☐ I use abbreviations when possible
 - ☐ I write phrases instead of complete sentences
 - ☐ I leave space between points
 - ☐ I choose to 'be here now' and bring my attention back to the lecture
 - ☐ I write what the teacher emphasizes
 - ☐ I watch for clues: repetition, writing on the board, voice intensity
 - ☐ I listen for *signal phrases* – 'the following factors,' 'in addition,' 'the main point is,' 'in conclusion,' etc.
 - ☐ I leave space if I missed something
 - ☐ I ask questions if I don't understand (if possible during lecture)
 - ☐ I put a question mark if I don't understand
 - ☐ I write the explanation for a math or science problem
 - ☐ I draw pictures or diagrams for important ideas, math or science problems
 - ☐ I write important questions the teacher asks
 - ☐ I write key terms and definitions
 - ☐ I indicate especially important information – star, highlight, underline, etc.
 - ☐ I continue to take notes until the teacher has finished speaking
 - ☐ I tape record the lecture
- After Class:**
- ☐ I quickly review (about 10 minutes) as soon after the lecture as possible
 - ☐ I ask teacher or another student if I don't understand something
 - ☐ I ask teacher or another student about material I missed
 - ☐ I edit my notes: make sure notes are clear, abbreviations make sense, etc.
 - ☐ I complete the recall column
 - ☐ I create a mind map
 - ☐ I create note cards
 - ☐ I review with other students
 - ☐ I quiz myself using the recall column
 - ☐ I listen to the taped lecture
 - ☐ I write down questions I still have from the lecture