



Learning & Academic Resources Dept.
Long Beach City College
4901 E Carson St
Long Beach, CA 90808

TIPS FOR NOTE-TAKING

- 1) **Indent** to separate main ideas, important sub-ideas, and examples or details. You don't have to make your notes neat and elaborate; it's better to focus on the content because you can always rewrite them later, but you can't capture meaning that you missed in the first place.
- 2) **Don't be afraid to ask questions in class**; you won't be able to when you review your notes or tape recording later. Listen carefully, and don't assume you will "get it" later on when you review the material.
- 3) **Use two or more colors to highlight** notes or textbooks: one color for main ideas and another for important examples and details. This makes reviewing easier later on.
- 4) **Leave a big left-hand margin** so you can add any information you might have missed or that the professor gives out of order. This is also useful for writing any of your own clever comments that help you to remember better.
- 5) **Use a system of abbreviations** that makes sense to you. Think of as many as possible to cut down the time you take to record basic (especially repeated) information.
- 6) **Review and rewrite your notes within 24 hours** after you take them, so you will understand them during more intense study later on.

Thanks to the Pasadena City College Learning Assistance Center for some of the information included here.

If this was helpful you can get more useful information by taking a **Learn 11** class.