

TAKING NOTES CHECKLIST

1. Use abbreviations and symbols.

Add structure by underlining, using boxes or colour.

⇒ : As a result, so that, because, it follows...

☐ : Finally, in conclusion, in short...

∇ b. : For example, by way of illustration, such as...

⚠ Ex. : This is part of the exam...

2. Situate your notes.

Write down the name and date of the lecture so you can start studying more quickly.

3. Structure your notes in order to better process the subject matter, resulting in clearer and more concise notes. The teacher helps you with this by providing a table of contents, slides or with verbal cues.

+ : And, also, furthermore, moreover...

+
+

1. : First, second, third... ① ② ③

2.
3.

4. Make connections with other chapters, subjects, the profession, current events, what you already know...

↔ : In contrast, on the one/other hand...

// = : This is similar to, remember, there are some similarities...

5. Write in your own words, this helps you to process the matter. Follow the outlines, details do not always have to be written down (see slides or syllabus). If necessary, you can quickly copy graphs to write down observations. You can always write down additional information and examples that you find interesting and help you to understand the matter.

6. Cross out errors and leave white space if you missed something. You will save time and can still complete your notes later.

? ... : Unclear, unintelligible, question...

7. Indicate what is important to quickly see the essence of the lecture.

! : I underline, I summarise, in conclusion, remember this, the conclusion is... ☐

8. Work on separate sheets and add page numbers. Highlighting and writing in your syllabus does not work. It only distracts you from what the teacher is saying or showing and does not help you process the subject matter. When studying, notes show you what is really important.



8 tips for good notes

1. Use abbreviations and symbols.

2. Situate your notes.

3. Structure your notes.

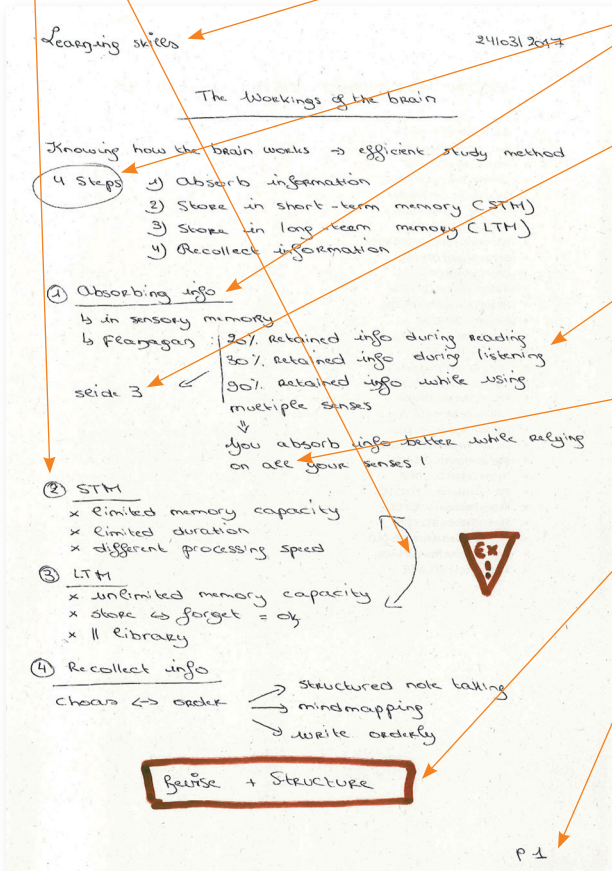
4. Link your notes to other contents or subject matters.

5. Write in your own words.

6. Cross out errors and leave white space if you missed something.

7. Indicate what is important.

8. Work on separate sheets and add page numbers.



By taking notes during lectures, you process the subject matter and stay alert. These tips help you to improve your notetaking.