

Note-Taking Myth Busters

WHAT ARE YOUR PERCEPTIONS ABOUT NOTE-TAKING?

Read each statement below, question if it is true or false, & see how you match up to the explanation

STATEMENT

TRUE OR FALSE

EXPLANATION

I should re-copy my notes to make sure I remember everything.



Recopying notes is a rehearsal strategy that does not assist in learning. Instead, practice answering questions or summarizing what you learned (see [Note-taking Strategies](#) handout).

I should write in my textbook.



Writing comments, questions or short summaries in the margins can help with identifying key information, tracking overall impressions, and connecting information with previous knowledge.

I should record my lectures and listen to it again.



Listening to a lecture more than once consumes time that could be spent using other study methods. Instead, watch specific segments of a lecture if you need to review information.

I should stop taking notes if I don't know what to write, can't spell a word, don't understand, or the professor is speaking too quickly.



Take notes on key words, main ideas and questions. Use paraphrases, bullet points, and abbreviations. Leave spaces or question marks to indicate points of confusion. Correct the information after class.

I should control my learning environment to enhance focus.



Identify your biggest distractions and then modify your environment to reduce them (see "[Technology Tips](#)" handout). Using tools to help with concentration such as a fidget spinner or chewing gum can also be helpful (see "[Sensory Strategies](#)" handout).

AFTER CLASS

- Review your notes and adjust areas that need enhancements, such as spelling or grammatical errors and missing gaps of information. Consider asking other students, class assistants or the instructor for clarification as needed
- Organize your notes in a way that is neat and visually appealing to you so that the information can be easily referenced in the future.