

WHY NOTES?

Information presented in class explains and expands on textbook information. The instructor may include ideas not mentioned in textbook and classroom discussion frequently introduces additional supporting details.

A complete math notebook provides a written record of class work.

- information written on the blackboard
- verbal explanations by the instructor
- references to supporting material in textbook or handouts

Taking good notes requires:

- active listening -> attention is focused
- mental processing -> ideas are organized
- manual recording -> information is copied for later use

Research indicates successful students take more complete notes - about 64% of information presented in class!

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TAKING GOOD NOTES

BEFORE: Prepare.

DURING: Understand general ideas and copy information.

AFTER: Review and revise.

BEFORE:

Notebook, pencils available and ready
Scan previous notes as quick review

DURING:

FORMAT: Informal outline method

Date
Page Numbers
Headings at left margin
 Supporting materials indented
Space to indicate end of topics/examples...
Space to add or reorganize information
Phrases rather than paragraphs
Personal abbreviation system
Important information marked

CONTENT: Blackboard information and instructor explanations

Definitions of new terms and symbols
Statements of principles, properties, formulas
Explanations of concepts, formulas
Visual models including numeric and verbal labels
Procedures for computations, problem solving, checking...
Sample problems
Summary statements of main ideas
References to text or other supplementary materials
References to possible test material

AFTER:

Fill gaps
Fix errors
Add supplemental information
Add comments
Add keywords
Highlight important ideas
Note "questions"