ASSESS YOUR NOTETAKING SKILLS

When you take notes do you:
(Circle the appropriate number)

<table>
<thead>
<tr>
<th>Almost Always</th>
<th>Frequently</th>
<th>Occasionally</th>
<th>Seldom</th>
<th>Almost Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

1. Use a 3 ring binder divided into sections by your courses?

2. Divide your notebook page? Notes taken in class being written on the right, while reserving the left-hand area for a brief outline of your class notes which you write after rethinking the note material.

3. Head your lecture notes with the name of the lecture topic and the date?

4. Use a separate line for each main point?

5. List details and relevant supporting examples, indented, underneath your main points?

6. Draw quick sketches, charts or diagrams where they will help you remember a point?

7. Use standard abbreviations in writing things down which you easily understand when you reread?

8. Try to keep your notes concise, but complete, and in your own words?

9. Put a ? in the margin if you miss something or don’t understand a point you are writing down?
Editing your notes: Apply the same coded evaluation to your abilities at editing your notes for readability, clearness, and completeness.

When you edit your notes do you:

10. Read them over to make sure that they will make sense to you in the future? You may need to rewrite several words, or rewrite a step that you have abbreviated, for later understanding.

11. Add new words or fill in missing phrases to add clarity? Adding another example or detail may help you in visualizing particular information when studying.

12. Look up terms or definitions you are unsure of?

13. Underline or asterisk an important point?

14. Tie together several minor points, or reorganize them to better illustrate a major point?

15. Write a brief outline of the notes in the left hand column? Each item in the outline should be directly opposite the raw notes to which it applies.