ARC
Academic Resource Center

EMMANUEL COLLEGE

Noticeable Notes

Date
Prof/class
Syllabus info

**leave 1-2 inch margin
on the left**

What to do before class...	• look over assignment • note main headings, sub-headings • review charts, diagrams, pictures • watch for summaries • review questions
What to do in class...	• listen for what the professor thinks is important • note key ideas, new vocabulary, clue words, examples • listen for repetition • listen for references to other classes, to text
What to use...	• tools that make notes bright, easy to read • suitable, non-intrusive technology (laptop, "smart pens"), if needed • felt tips or pointed highlighters in a darker color (not yellow) for underlining, arrows, special marks • large letters for important ideas • symbols for brevity *, **+, =, &, √, →, { , ? , !, ^** **U S E S P A C E** **for emphasis**
Keep taking notes...	even when... • there is a class discussion • you are tired or class is almost over
What to do after class...	• go over your notes within 24 hours • highlight new terms, new names • use the side margin to make summary notes • note diagrams that correlate with text book page • put the notes into your own "system" (visual chart, your own words vs. the professor's words, flash cards, etc.)