

## PowerPoint Notes

These notes are usually put on-line to allow you to have your notes in advance of class or they are posted after lecture to help you review. The question then becomes, how do I use them most efficiently?

If the notes are available prior to the class, then:

Format	Before Class	During Class	After Class	Why Use It
Print the slides using the handout option with 3 slides on a page. It will print with the slides on the left and lines to use for writing notes on the right.	Read the slides. Under each slide write 2-3 questions you would like answered in class.	Take notes on the lines to the right. You have no need to copy the slide, so listen for the explanations of the material that are not on your copy of the handout.	<ol style="list-style-type: none"> <li>1. Note if your questions were answered by the professor during the class.</li> <li>2. Reread your notes and the corresponding slide.</li> <li>3. Create index cards for each major concept presented so you can easily review at times of your choice.</li> </ol>	<ol style="list-style-type: none"> <li>1. This reduces your need to take copious notes.</li> <li>2. This allows you to listen more intently and record information for clarification.</li> <li>3. It gets you in the habit of anticipating material.</li> </ol>

If the notes are available only after the class, then:

Format	During Class	After Class	Why Use It
Print the slides using the handout option with 3 slides on a page. It will print with the slides on the left and lines to use for writing notes on the right.	Take notes only on the material that is not on the slide. Since you know you will be printing the slides after class, you do not need to copy them. Remember to code your notes in such a way that you know which information is related to which slide.	<ol style="list-style-type: none"> <li>1. Print the slides as a handout with 3 slides on a page.</li> <li>2. On the lines provided on the right, fill in hard-to-remember information or summarize the main points, whichever will help you more.</li> <li>3. Afterwards, fold the notes in half vertically so only the blank side of the paper shows.</li> <li>4. Write anticipated exam questions related to each of the slides.</li> <li>5. As a review of the material, answer your questions. Use these questions and answers to review whenever it is convenient.</li> </ol>	<ol style="list-style-type: none"> <li>1. This will get you to anticipate test questions based on the slides.</li> <li>2. This gives you a portable review aid.</li> </ol>