

T NOTES

This note-taking method is particularly efficient in text-dependent courses. It works well in mathematics-related courses, or those courses that have formulas or steps to follow. Multi-modality learners find this strategy very effective.

Format	During Class	After Class	Why Use It				
<p>Draw a vertical line down the middle of the page and title each column appropriately. Common title pairs are: directions & reminders, steps & common problems, procedures & watch out for, problem & examples etc. For example, during class the professor may give you a series of directions while sharing reminders that emphasize expectations.</p> <table border="1" data-bbox="49 1113 268 1467"> <thead> <tr> <th data-bbox="49 1113 154 1141">Directions</th> <th data-bbox="157 1113 268 1141">Reminders</th> </tr> </thead> <tbody> <tr> <td data-bbox="49 1145 154 1467"></td> <td data-bbox="157 1145 268 1467"></td> </tr> </tbody> </table>	Directions	Reminders			<p>Take notes any way that is comfortable for you. The only requirement is to skip lines to separate major points.</p> <p>The following are optional:</p> <ol style="list-style-type: none"> 1. Indent supporting details and illustrative examples. 2. List the details under the major points. 3. Underline or star significant points to emphasize importance. 4. Use numbering to separate facts. 	<p>Reread the notes. Here are some suggestions how to use the notes depending on the context:</p> <ol style="list-style-type: none"> 1. Before starting the project read the notes to help give you a road map for completing it. 2. After completing the project read the notes to make sure you have met expectations. 	<p>Formatting your notes in this manner keeps the notes:</p> <ol style="list-style-type: none"> 1. well-organized 2. easier to read and use later 3. forces listening attention
Directions	Reminders						