

given, write the essence of what is emphasized. Of course if you are given a precise definition you may need to get every word. If a lecturer outlines carefully be sure to get the outline and keep it clear on the page where you take notes. If a lecturer or leader just rambles around the country, try to organize the material as the talk continues. (It is not a good idea to tell the instructional party that you are doing this!) Patience in taking notes is a great plus and when the previously mentioned factors are in place it is much easier to take good notes.

--Stay current in reading

Classes tend to feature two kinds of reading: class assignments and collateral work. The latter is given to offer the student a broader base in the field being studied. The student must stay current in the assigned reading but many times students fall behind in the collateral...a bad mistake! Keep up with all readings as they are featured in the daily discussions. Stay about a week ahead in general reading, if possible, and right on the dot with the collateral reading. If the student will add another book to this to supplement what is already given, one will vastly improve the knowledge factor. Reading is the key to success in many courses and this is all the more reason for the reading skills spoken of in earlier notes.

--Develop good study practices

My typing manual said it well many years ago when it stated that.." Practice makes perfect but only if it is the right sort of practice." The following study practices are spoken of in an ideal sort of