

--rewrite, organize class notes

This is recommended on a daily basis (the days the particular classes meet). In the assigned study period you go over the notes taken that day and make sure they are organized in good form to continue the work of previous days. Type them out, if possible, or put them on your computer. The typed sheet is added to the work of the quarter but you do not throw the original away. Keep it until the end of the quarter, just in case. When you have typed the daily notes in good form, add them to the quarter's notes and, if possible, read over the notes you have taken for the last few days. It is a good instant review and helps you see how the work of today fits in with the work of yesterday.

Your notebook for each class should look something like this: Part I is the list of assignments and requirements for the course. Part II consists of notes taken in class on the line of the arrangement previously suggested. Part III contains the typed class notes, edited while Part IV holds the notes on your readings, both the daily readings assigned and the collateral. Part V is the compilation of your returned homework papers, term papers, quizzes, tests, etc. I know it sounds like a lot of work but it is fundamentally simple and puts a more permanent thrust to your work of study. It also makes a lasting contribution to your ministry or service in years to come.

--class discussion

You should have marginal notes in your notebook on class discussion. Don't spend a lot of time surveying it but watch for useful contributions and ideas. If something was asked in class and you cannot answer it...better fortify that point in your study. Businesslike conference with other students on these points is helpful.