

- Review continuously
 - organize class notes
 - keep up on class discussion
 - working with questions
 - identifying obscure items
 - establishing recall procedures
 - teaching someone else

--Take only useful notes

In taking notes there are three basic principles: 1) listen carefully, 2) note the things stressed by the party presenting the material, and 3) question anything you do not understand so that what you do have in your notes will be both correct and understandable.

A large three-ring notebook for every class is recommended. Line paper is preferred although unlined is not impossible. The best size is 8½ by 11. On each page measure three inches from the left hand margin and draw a vertical line down the sheet. Take all of the class notes on the right hand side of this line. Use the space on the left hand area for jotting down questions that may come to you..marking words or terms with which you may not be familiar as well as noting references to texts and readings. Use it also to note questions students ask in class with the answers given..it is uncanny how this sort of thing shows up on quizzes and exams. If you mix all of this material in the formal notes you will have a hopeless jumble. It is preferable to use only one side of the paper and a pen is better than a pencil. Don't worry about using too much paper. If the class is given in a discussion mold, use the same method and be sure to record conclusions of discussion as they come out.

Do not try to copy everything said by a lecturer. Listen closely and in shorter form than