

Taking Appropriate Classroom Notes

UNIT OR BACKGROUND

Preparing for Tests and Exams

Overcoming Test Anxiety



Developing Study Skills

(Lessons)

Lesson Topic:
Taking Appropriate Classroom Notes

IS ABOUT

1. Am I available in class appropriately to take good notes?

2. Am I avoiding distractions during class?

Recognizing the key items from lectures, PowerPoint presentations, or other classroom activities which should be recorded in my notes.

3. Am I interacting actively with both the instructor and the material?

4. Can I accurately pick up clues to determine what I should write down?

DISCUSSION: Relationship -1) Lesson to Unit AND 2) Importance of Lesson to Daily Life

1. Taking accurate classroom notes is essential for test preparation.
2. Success on tests will lead to success in secondary and post-secondary education.

Self- Test Questions (Evaluation):

1. **Do I arrive on time and attend every class session in full?**
2. **Am I sitting near the front of the room and removing any electronic distractions?**
3. **Am I thinking about how what I am hearing makes sense, tells me something new, relates to something I already know, or raises a questions during the lecture to help me remember??**
4. **Can I effectively “hear” main ideas and important phrases from instructor during class?**

Tasks/Strategies:

1. Set an alarm early to make sure I am in class on time and every time it meets.
2. I will leave my cell phone in the car and sit near the front.
3. I will work to apply the material during the lecture to help me remember and raise my hand to ask questions for clarification.
4. I will listen for key phrases such as repetition of a point, deep breaths, pauses, or changes in tempo of speech to emphasize an important point.

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