

Title: **Tips for Effective Notetaking**

Course:
Name:
Date: **January 2018**

Essential Question:
How can I record and organize information?

Questions/Key Ideas

Notes

Identifying
key ideas



Recording
shortcuts



Don't
panic!

Use slides as a guide



listen for key ideas
- repeated words
and phrases

Use images, doodles,
& diagrams to
record ideas.

record ideas in your
own words
* don't transcribe

Symbols



Arrows & lines
show relationships



Abbreviations

bc because
wrt with regard to
w with
bf before
c. circa (about)

Create your own short-
hand! → colour
numbers / letters
shapes

Miss something? Leave a _____ & carry on!

Stumped on spelling? Guess! → Fill in or correct later

Summary:

Experiment! Find the note taking style that works for YOU!