

## STEPS FOR NOTE-TAKING FROM LECTURE

### **STEP I**

Divide notebook page into thirds — 1/3 edit, 2/3 record.

Use column on the right to record notes during lecture.

Record as much as possible.

Fill in the blank spaces and make corrections as soon as possible after lecture.

### **STEP II**

Use the column on left side to reduce facts and ideas to key words, labels, phrases.

Review notes.

Analyze lecture.

Determine organization of materials.

### **STEP III**

Prepare questions to clarify meaning, reveal organization, strengthen understanding and memory.

Analyze relationships.

Reflect upon significance of facts and concepts.

### **STEP IV**

Leave approximately 2 or 3 inches of empty space at the conclusion of each day's lecture notes so that you can briefly summarize the main concepts and purposes of the lecture.

<p><b><u>STEP II</u></b> –</p> <p><i>reduce to</i></p> <p>○ <i>key words</i></p> <p><b><u>STEP III</u></b> –</p> <p><i>ask</i></p> <p>○ <i>questions</i></p> <p><i>analyze</i></p> <p><i>reflect</i></p> <p>○</p>	<p><b><u>STEP I</u></b> – <i>record</i></p>
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