UNIVERSITY OF CALIFORNIA, BERKELEY
ASC PEER TUTOR TRAINING MANUAL
LECTURE NOTETAKING

Why take notes.
- Requires active engagement with lecture
- Requires student to listen carefully
- Important for reviewing for exams
- Tests understanding of material
- Helps in understanding and recalling material

How to take notes
- Use a separate notebook or section of a 3-ring binder for each class
- Sit front and center.
  - Harder to fall asleep
  - Fewer distractions
  - Easier to read information on board
  - Demonstrates commitment and willingness to participate in the class.
- Write lecture topic at top of page
- Date notes and number pages
- Write on only one side of page
- Leave a lot of space
  - Don't cramp notes or write too small
- Leave space for material that is missed
- Don't try to write instructor's every word
- Telegraph
  - Use abbreviations and symbols (see annotating handout)
  - Paraphrase in own words, definitions, formulas
- Write specific facts verbatim (exact words)
- Copy material from board
- Preview (or read) assigned readings before lecture
- Read assigned texts after lecture the same day
- Clarify points that are unclear with peers, TAs, GSIs, or professor
- Write important points, subordinate points and examples
- Outline or number and indent notes

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Deciding what is important

- Outline, drawings, diagrams on chalkboard

- Instructor clues
  - Repetition
  - Exam references: "This will (might be) be in the exam." "The exam will emphasize"
  - Instructor questions
  - Instructor looks at notes
  - Instructor reads from notes
  - Changes in tone of voice- for emphasis
  - Instructor animation or excitement
  - Amount of time in a topic- more time more important:
  - Summaries at end of class
  - Reviews at the beginning of class
  - Explicit pointers: (see examples below)
    - "There are two points of view on..."
    - "The third reason is..."
    - "In conclusion..."
    - "The following three factors..."
    - "In conclusion..."
    - "The most important consideration..."
    - "In addition to..."
    - "On the other hand..."
    - "A key point..."
    - "Important"
    - "More importantly..."
    - "It's important to remember..."
    - "Above all..."
    - "Crucial"
    - "Central"
    - "It's worth repeating..."
    - "However"
    - "Nevertheless"
    - "On the contrary"
    - "Similarly"
    - "Consequently"
    - "As a result..."
    - "Therefore"
    - "Thus"
    - "In addition"
    - "Despite"
    - "Likewise"
<table>
<thead>
<tr>
<th>Annotations of notes</th>
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**Course Heading with date and day**

<table>
<thead>
<tr>
<th>Summary of notes</th>
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