

Taking valuable notes in class

The key to complete understanding of the courses is proper note-taking. The most important thing you can do is to go back to your syllabus and check what is going to be explained in the coming session. This way you will be able to read about the topic, and you will get a better understanding of what the instructor is explaining.

- You have to be attentive to what the teacher is explaining. It is not about writing everything that was said, but rather the most important points. Leave out the details. Go to the essence.
- Your notes should include key words and short sentences.
- Take accurate notes.
- If you miss a point, no need to panic. Just leave a few lines. You will ask later about what you missed.
- Re-read your notes right after class. This is when you can fix them and fill in any missing information.
- It could help to use abbreviations as shown below. This will make the note taking a really fast process. With practice, you might come up with your own abbreviations!
- A very essential step you need to do is to go back to your notes right after class and to rewrite them. If you don't, you might forget about pertinent details later on or about the meaning of certain sentences. You can type them and save them in a file to which you can add information every time you attend the class.

Here are some additional practical tips:

- Date your notes. This will help you when you are studying for the exam.
- Right legibly. It is very essential to be able to understand what you wrote.
- Compare your notes with those of your friends so that you are sure you didn't miss any important idea.

NOTETAKING SYMBOLS & ABBREVIATIONS

SYMBOL	MEANING	EXAMPLE
→	leads to, produces, causes, makes	Practice → improvement.
←	comes from, is the result of	Success ← determination.
↑	increased, increasing, goes up, rises	Taxes ↑ 200% last year.
↓	decreased, decreasing, lowering	Salaries ↓ this year.
&	And	coffee & cream
@	At	I'll be home @ 4:00p.m.
/	Per	17 miles/gallon
P	Page	Read p 89.
Pp	Pages	Study pp 37-40.
¶	paragraph	Rewrite ¶ number four.
§	section	Read § 7 again.
?	question	Answer ? 5.

Math Symbols

SYMBOL	MEANING	EXAMPLE
+	plus, in addition, and, also	He rides a bike + he skates.
-	minus	He was - a brain.
=	equal to, is	Women are = to men.
≠	not equal, is not	Diet ice cream is ≠ to real!
~	about, approximately	He's ~ 17 yrs old.
Ft	foot, feet	He's 6 ft tall.
X	Times	5X the diameter of the earth.
>	greater than	6 > 2
<	less than	My salary is < yours.
\$	money, cost, price	He left his \$ at home.
%	Percent	12% of the employees came.
~	approximately, more or less	She made ~ 25 copies.
∴	Therefore	I think ∴ I am.
# no. #s nos.	number number numbers numbers	Please answer # 7. Please answer no. 7 Please answer #s. 1-10 Please answer nos. 1-10
Ht	height	ht 5'3

Wt	weight	wt 150
2	to two too	Time 2 go! 2 people. Me 2.

Initials and Abbreviations

SYMBOL	MEANING	EXAMPLE
w/	with (something)	A war was fought w/ NATO aid.
w/o	Without	They fought w/o fear.
w/i	Within	There are problems w/i the company.
i.e.	that is	A Siamese, i.e. a cat, is a fun pet.
e.g.	for example	Professionals, e.g. doctors and lawyers, met here.
etc.	et cetera, so forth	Cats, dogs, etc., make good pets.
b/c	Because	We pay taxes b/c it's the law.
b/4	Before	Chicken b/4 egg?
re:	regarding, about	I need to see you re: the sales figures.
esp.	Especially	Tobacco, esp. cigarettes, causes cancer.
min.	minimum	The min. is \$400.
max.	maximum	The max. number of people in an elevator is 10.
gov't.	government	The gov't. helped the people.
ASAP	as soon as possible	Finish your exam ASAP.
wrt	write	wrt #3 (write number 3)
rt	right	rt side
yr / yrs	year, years	She's 5 yrs old.
c.	circa, about, around, from the year	This picture is c. 1900
vs	versus, as opposed to	Purple vs green
ch	chapter	Read ch 8.
Q	question	Q: What is that?
A	answer	A: I don't know!
ex	example	Look at ex 4.
wd	word	1 vocabulary wd.
wds	words	25 vocabulary wds.
ref	reference	ref required.
diff	difference	What is the diff?

References

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