

Some Suggestions for Taking Lecture Notes
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1. Prepare for lectures by reading assigned material before class meets. This way you should at least have some idea of what the lecturer is talking about.
2. Do not write down everything the lecturer has to say. While flattering, it is possible that the lecturer is not always that profound and occasionally makes jokes or goes off on a tangent etc. Besides, if they say something naughty, do you really want a record of it?
3. In the event that the lecturer is being profound, make a note of what the lecturer says is important. Pay special attention to the argument or framework of the lecture. In other words, listen to the beginning and the end.
4. Leave space in your notes to add things later. A useful rule is to write on every second line.
5. Reread your notes by the end of the day. The material will still be fresh in your mind.
6. If something is unclear on rereading your notes, make sure you ask the lecturer for clarification the next time class meets.
7. Listening to a speaker and taking good notes is a skill that will always stand you in good stead for the future.
8. One University history lecturer in Britain was renowned for advising his students NOT to take lecture notes but simply to listen. It might be worth a try.