**How To Take Good Notes**

* Be prepared! Don’t scramble for your pen and paper at the last minute. Have your notebook and pen in front of you.
* If you can, take notes by hand. Studies have shown you absorb and retain information better if you hand-write your notes rather than typing them.
* Focus on key words and concepts. Don’t try to write down every word.
* Put ideas into your own words. This helps you retain and process information better.
* Remember that you have an audience for these notes: your classmates (and yourself). Think about whether you would remember the ideas you have written down if you returned to them in six months.
* “Question, Answer, Evidence.” Write a question relating to the larger theme or idea of the discussion, then make note of the answer(s), followed by the specific pieces of evidence that led you to that answer.
* Try different methods: use different colors (Canvas allows highlighting), draw diagrams or pictures (you can scan them later), etc.
* Use organizational symbols like bullets, symbols, columns, etc. Ask me if you want help transcribing these items into Canvas pages.
* Don’t overcrowd. A wall of writing is hard to read later on.
* Read notes others have written to see if you missed anything or if you can get any tips for better note taking from them.