

# Five Tips to Improving Note-Taking in Class



01

## Capture the conceptual information

- Jot down the main ideas and fill in the gaps after class! You do not need to write everything down that is on the board!

## Capture the factual information

- Write down the factual info verbatim, and study this 24 hrs before the test!



02



03

## Write down any questions you have

- Have questions about the lecture? Make sure to follow up with your professor later!

## Write down key words, dates, & names

- Define these terms later!



04



05

## Keep your notes organized & concise

- Use bullet points to capture the main ideas and make sure your note structure stays consistent!

