## Checkmark each of the note-taking skills you have now: Checkmark each of the note-taking skills you have now: I attend every (or almost every) lecture in all my classes. I attend every (or almost every) lecture in all my classes. I check the syllabus to find out what is being covered before class. I check the syllabus to find out what is being covered before class. I read or at least skim through the reading assignment **before** I read or at least skim through the reading assignment **before** attending the lecture. attending the lecture. I try to attend class with a positive attitude about learning. \_I try to attend class with a positive attitude about learning. I am well rested so that I can focus on the lecture. I am well rested so that I can focus on the lecture. I eat a light, nutritious meal before going to class. I eat a light, nutritious meal before going to class. I sit in a location where I can see & hear easily. \_I sit in a location where I can see & hear easily. I have a three ring binder, loose-leaf paper & a pen for taking notes. I have a three ring binder, loose-leaf paper & a pen for taking notes. I avoid external distractions (friends, sitting by the door). \_I avoid external distractions (friends, sitting by the door). I have a system for taking notes that works for me. \_I have a system for taking notes that works for me. \_I am able to determine the key ideas of the lecture & write them \_I am able to determine the key ideas of the lecture & write them down in my notes. down in my notes. I can identify signal words that help to understand key points & I can identify signal words that help to understand key points & organize my notes. organize my notes. I can write quickly using abbreviations, symbols, shorthand, etc.... I can write quickly using abbreviations, symbols, shorthand, etc.... If I don't understand something in the lecture, I ask questions & get help. If I don't understand something in the lecture, I ask questions & get help. I write down everything written on the board or on visual materials used I write down everything written on the board or on visual materials used in the class. in the class. I review my notes immediately after class. I review my notes immediately after class. I have intermediate review sessions to review previous notes. I have intermediate review sessions to review previous notes. I use my notes to predict questions and prepare for the exam. I use my notes to predict questions and prepare for the exam.

**Note-Taking Checklist** 

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Use the Note Taking checklist to answer these questions:

1. Look at the items you have checkmarked on the previous list. What are your strengths in note taking?

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2. What are some areas that you need to improve?

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3. Write at least three intention statements about improving your listening and note taking skills.

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