

How to Study

This is not how to prepare for a test; this is how to make sure you learn the class material. Learning and memorizing are not the same. Repetition throughout the quarter is required to learn.

Part 1: Class Preparation and Processing

Before Attending Class **Read or preview** chapter(s) to be covered in class before class. (See “How to Preview Your Text,” below to maximize your comprehension) 10.0

How to Take Notes in Class

Before class, divide your note-taking pages into three sections:

Section 2:

As soon as possible after class, pull main ideas, key words, questions, formulas, etc. out of your notes and summarize them in this section. (These might match the words or phrases from your chapter map.)

The act of summarizing your notes helps you process the information.

This will also allow you to scan your notes later and quickly see what information is on each page.

This section can serve as a study guide for tests.

Section 1:

During class take notes in this section. Use as many pages as you want, but only write in this section during class.

Copy anything the instructor writes on the board or shows in a PowerPoint.

Write down any important points the instructor makes even if he doesn't write them on the board.

Write down any connections, ideas, or questions that pop into your head (related to the material of course) during lecture.

Write down anything the instructor emphasizes by repeating or changing her tone of voice or body language.

Copy diagrams and illustrations in to your notes

Use abbreviations and symbols (arrows, underlines, etc.) as necessary.

Keep up with the instructor. If you fall behind, leave a space in your notes and start again where he is. You can fill in the blanks outside of class by looking at a classmate's notes.

Right after lecture, read your notes and clarify anything that is sketchy. Can you read everything you wrote? Is there something that needs more explanation? Are there abbreviations whose meaning you won't remember in a couple of weeks?

After class you may want to compare notes with a classmate to fill in any gaps.

Section 3:

In this section write down at least one question from the material on this page that your instructor might put on a test. Coming up with questions helps you process the information at a deeper level. Also, you can use these questions to make a practice test later.