Tip for being a Quality Notetaker

**Include a Heading**
Every page should have a heading in the top right corner including:
- Class name & number
- Date & time
- Page Number

**Use Indicators**
Indicators are used to emphasize special importance or show significance to a word or text embedded in the notes, for example:
- Circles/Lines: - Characteristics
- Clouds/stars: *Characteristics
- Indenting/underlining: Characteristics

**Margins**
Leave 1 and a 1/2” to 2” margins on all sides of page to avoid crowding and to give the student room to add his/her notes later

**Skip lines between ideas**
- Don’t crowd a lot onto one page. “White space” on a page makes it easier to read and lets students write their own comments.
- When a page is packed with writing, it’s hard to see what’s important.

**Indicate Speakers**
- SA - Student Answers
- SC - Student Comment
- SQ - Student Question
- TA - Teacher Answer
- TC - Teacher Comment
- TQ - Teacher Question

**Charts/Diagrams/Drawings**
- Important to include especially when the instructor provides an example.
- Often help to clarify concepts.
- Important to label diagrams correctly.

**Indicate activities that occur during the class other than lecture**
- Demonstration: Lighting the Bunsen burner - check the connection, position the lighter before turning on the gas
- Videos: Slide: Manet’s "Olympia": stark lighting, confrontational gaze.

Adapted from the Northeast Technical Assistance Center (NETAC), Implementing a Notetaker Program at Your School: The Notetaker Coordinator Handbook http://www.ntid.rit.edu/elearning/note/index.cfm