Tips 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: **<u>Characteristics</u>**

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	TA – Teacher Answer
SC – Student Comment	TC – Teacher Comment
SQ – Student Question	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
<u>Demonstration</u>: Lighting the Bunsen burner – check the connection, position the lighter before turning on the gas
<u>Videos</u>: 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