**During the Lecture: What to Write Down![C:\Users\Gail\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\0KFCZ3PU\MC900290272[1].wmf]()**

Only write down the main points of the lecture. Don’t write everything down! Your goal isn’t to transcribe your teacher’s lecture word for word, rather it’s to extract and record the main points of it. Your teacher will likely go off on tangents during the lecture and spout off stuff that won’t be on the exam. You don’t want to waste your time writing down and studying info that you won’t even be tested on.

So how do you know what the teacher’s main points are? Pay attention to cues or clues your teacher gives, either consciously or subconsciously. Here are a few cues you might notice during the lecture. Whenever you see them, it probably means he’s saying something important, so write it down.

**Anytime the teacher says, “You need to know this,” or “This will be on the test.” Duh.**

**Anytime the teacher repeats himself.**

**Anything the teacher writes on the board or includes in a Powerpoint slide.**

**Anything the teacher repeats very slowly so that it can be taken down word for word.**

**If your teacher starts talking more quickly, or loudly, or with more emphasis.**

**Watch for language that shows relationships between ideas. These sorts of points are often where teachers get their exam questions from:**

**first, second, third**

**especially, most significant, most important**

**however, on the other hand**

**because, so, therefore, consequently**

* Write the teacher’s summary at the end of class and his review at the beginning of the next class. At the end of the class, your teacher will often summarize the main takeaway points. Write this down. Your teacher is basically telling you the main points she wants you to know.
* At the beginning of the next class, your teacher may give a quick review of the previous class and then provide a preview of how those points are related to the day’s lecture. Write that down.

If you didn’t get a point, make a note of it, and **wait** until after class to ask. Don’t be this guy. No one likes him. If you missed a point, make a note to remind yourself to ask the teacher about it after class. Show some respect to the teacher and the rest of your classmates.

Adapted from: NOTE-TAKING IN THE 21st CENTURY: TIPS FOR INSTRUCTORS AND STUDENTS Allison Boye