**Do’s and Don’ts of Notetaking**

**DO’s**
- Look over previous notes before class. (Maintains continuity.)
- Attend all lectures. (It’s a continuing story.)
- Be academically aggressive. (Sit up straight with “rolled-up sleeves.”)
- Take a front seat to see and hear better. (You won’t dare snooze.)
- Use a large, loose-leaf binder. (Gives ample room.)
- Carry lined, loose-leaf (8 ½ x 11) sheets to class. (Insert into binder.)
- Write on only one side of sheet. (Spread out for review.)
- On top sheet, record course, lecturer, and date. (In case of spill.)
- Begin taking notes immediately. (Don’t wait for inspiration.)
- Write in short, telegraphic sentences. (Parsimoniously meaningful.)
- Make notes complete for later understanding. (Don’t sit there puzzling.)
- Use modified printing style. (Clear letters, not scribbles.)
- Use some lecturer’s words. (Lecturers like to see their words on exams.)
- Strive to detect main headings. (As if you peeked at the lecturer’s notes.)
- Capture ideas as well as facts. (Get the drift, too.)
- Keep your note-organization simple. (Easy does it.)
- Skip lines; leave space between main ideas. (Package the ideas.)
- Discover the organizational pattern. (Like putting together a puzzle.)
- If the lecture is too fast, capture fragments. (Jigsaw them together later.)
- Leave blank spaces for words to fill in later. (Thus avoids voids.)
- Develop your own abbreviations and symbols. (Not too many, but enough.)
- Record lecturer’s examples. (If you don’t, you’ll forget.)
- Identify your own thought-notes. (What’s mine? What’s the lecturer’s?)
- Keep separate loose-leaf binder for each course. (Don’t combine notes.)
- Add color or pictures either during the lecture or afterwards.
- Ask questions.

**DON’Ts**
- Don’t sit near friends. (Can be distracting.)
- Don’t wait for something “important”. (Record everything.)
- Don’t convert lecturer’s words. (Takes time and invites imprecision.)
- Don’t look for facts only. (See ideas too.)
- Don’t give up if the lecturer is too fast. (Some is better than none.)
- Don’t stop to ponder. (Do so later at home.)
- Don’t over-indent. (You’ll run out of right-side space.)
- Don’t doodle too much. (Breaks concentration and eye contact.)
- Don’t use spiral-bound notebooks. (Can’t insert handouts.)
- Don’t consider any examples too obvious. (Copy it!)
- Avoid using Roman numerals. (You’ll get tangled up.)
- Avoid too many abbreviations. (Causes trouble deciphering later.)