TAKING NOTES

To take in information and make it one's own by processing it, restructuring it, and then presenting it in a form so that it can be understood by others.

Giving students teacher-prepared notes or PowerPoint slides does not improve their performance

Students need to take notes in ways that are meaningful to them.

It helps when notes are restructured.

The material presented in class is usually ordered in a linear fashion. "It makes sense to return to one's notes and organize them in a way that reflects the connections between ideas rather than simply the chronology of presentation." "… but we do so needing to remember "that it is the process, the engagement with the material—the cognitive exercise involved in recollecting, summarizing, reorganizing and restructuring [the notes] that actually matters the most."

Recollecting, summarizing, reorganizing, restructuring: these are the keys to a perfect activity of note taking.

Be sure your ideas and information are clear. Organize, even using graphic organisors, each topic, even giving examples if possible.