



Academic Advising & Support Office

Putting Your Notes to Work

Using your Notes Effectively

- Regardless of the note-taking method that you are using (See *Types of Note-Taking Handout*) make sure that your notes are complete and that you are not missing any important details

- Steps for Completing Your Notes
 - o Check for Completion
 - Compare your notes with someone in your class to check that you did not miss any information and also clarify if you do not understand a topic
 - Meet with or email your professor or TA about any lingering questions or unclear topics
 - o Summaries and Cues (See *Cornell Method on Types of Note-Taking Handout*)
 - Write your summaries as soon as possible so that you do not forget any information that should be in your summary
 - Your cues should be questions, key words, or brief statements to help you remember the information from your notes

- Put Your Notes to Work
 - o Review your notes often
 - If you review often the topic will become second nature
 - o Use your notes to complete homework and assignments
 - Attempt all questions or assignments, if you are stuck look back to your notes to find the answer
 - After an active attempt to try the question, seek further assistance from a classmate, tutor, TA, or professor – bring your notes!
 - After completing the assignment or homework, review it along with your notes to make sure you understand the material covered

SQ3R

- This method will help you read and review your notes from course readings and lectures

Survey

- Keep your survey brief, glance through your notes to find the main ideas
- If using the Cornell Style (see *Types of Note-Taking Handout*), be sure to read your summaries on each page
- Surveying will help you organize your thoughts as you are going through the material

Question

- Turn the main ideas into questions, if you are using the Cornell Style (see *Types of Note-Taking Handout*) you may have already completed this step
- Ask yourself your questions to see how much information you can recall

Read

- Read the section to clarify and solidify the material
- Remember to choose your altitude (high, medium or low) of reading before starting

Recite

- After you have read the material, look away and recite aloud what you have just read – this will help transfer the material into long-term memory
- If reciting alone seems awkward, work with a partner and recite to one another
- Repeat this process until you are confident that you understand the material

Review

- Review your notes at the end of your initial overview
 - Review the headings from your notes from time to time to see if you actually remember the information contained in that section
- After using SQ3R a couple of times make it into your own method, adding another step or removing a step, to benefit your own learning