



NOTE TAKING STRATEGIES

Boston College Disability Services Office

PREPARATION

Come to class prepared!



- Complete relevant reading or homework prior to class. You're able to pay more attention to the lecturer when you have a base understanding of the material.
- Be intentional when listening and writing notes: what information do you need or want to know?

LABEL YOUR NOTES

Include headings and dates for all course notes



- Begin a new page for each class. Label your notes with the date and a topic or header; this will allow you to find and review specific information later.

DENOTE KEY INFORMATION

Develop a visual organization system



- Develop a visual system allowing you to mark important points (ex: ? - question for later; **star** - important; ! - to do)

ASK QUESTIONS!

Get lost during the lecture or confused about the material?



- Write notes or questions that occur to you during class (mark with a "?"), and follow up with your professor or TA. Afterward, make sure to supplement your notes with the information you learn.

QUESTIONS?

CONTACT THE DSO AT DISABSRV@BC.EDU OR 617-552-3434



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DETERMINING IMPORTANT INFORMATION

What is important to write in your notes?

- Names of people or theories; dates of events; definitions of unfamiliar terms
- Information following signal words or phrases (e.g. "there are four main...", "to sum up...", or "a major reason why" ...)
- Information given in a structured way, such as a list of pro and con arguments
- Topics that are repeated or covered in more detail may be more important and/or likely to be covered on exams
- The lecturer may change their speaking volume, tone of voice, or inflection to emphasize important points



MORE TIPS

- It's okay to write in shorthand or incomplete sentences – as long as you can understand what you write!
- Quickly re-read your notes after class and supplement any areas you missed with information you remember. Mark any questions you have.



OTHER CAMPUS RESOURCES

- The Connors Family Learning Center (CFLC) provides academic coaching and peer tutoring. Find them in O'Neill Library (Room 200) or online at bit.ly/BC_CFLC
- The BC Writing Center offers support on writing assignments to undergraduate students. Find them in Stokes Hall South (4th Floor) or online at <http://bit.ly/BCWritingCenter>
- If you are finding that your disability is significantly impacting your ability to take notes, please schedule an intake meeting with a member of Disability Services staff to discuss potential accommodations.



QUESTIONS?

Contact the Disability Services Office at
disabsrv@bc.edu or 617-552-3434

Adapted from:

University of Illinois: Notetaking Strategies

University of North Carolina at Chapel Hill: Effective Note-Taking in Class

