**Strategy for Taking Class Notes**

* Fold a sheet of notebook paper so that the left side of the paper, when folded, divides the paper in half.

Folded over

* Imagine yourself outlining the lecture.
* In the right hand column of the paper, place key topics as Roman Numerals.
  + For example, if the instructor says “We are going to begin with unemployment trends in the US during the 1900s.” You would write:

1. Unemployment Trends/US 1900s

* Place supporting details as numbered points under the Roman numeral.
  + For example, the instructor might say “More women began to enter the workforce.” You would write:

I. Unemployment Trends/US 1900s

1. Women

a. began to enter the workforce

b. detail given about women

c. detail given about women

* Create new roman numerals as the instructor introduces new topics. Listen for shifts in topic. For example, the instructor might indicate a new topic by saying “Moving on to immigrants and their influence on unemployment.” You would write: II. Immigrants.
* After class, review the notes. In the left hand margin, write a quiz question that your notes would answer for each section of the outline. Ex. Beside I. you might write “Name three ways that women impacted unemployment.”
* When studying, allow the right hand side of the paper to remain covered, as you respond to the corresponding questions.
* When power points are used, print and take the power point slides to class. Outline the lecture on the right side of the power point. Fold the slides in half so that your outline is hidden. For each slide, write a question(s) that reflect(s) the content of the lecture. Use the questions to review the notes and prepare for the test.