Note-Taking and Study Skills
By Iowa Lakes Community College Libraries
Why Are You in Class?

College is a QUEST. Sometimes referred to as your JOB.

College offers tons of REWARDS and CHALLENGES.

But it is also a TEST.
ILCC Guides

The Library offers Guides for all Programs

The Writing Resources Guide provides:

- Topic Discovery
- Paper and Essay Writing
- Thesis Writing
- Finding Resources
- Citations
- Plagiarism
- Copyright
- Note-Taking
- Study-Skills

https://iowalakes.libguides.com/writing_resource/note_taking
Cornell Note-Taking Template

**Record** meaningful facts and ideas from the lecture. Write clearly.

**Reduce** the information by summarizing the facts and ideas into your own words. Clarify portions that are unclear (as soon as possible). Show how key concepts are related. Embellish meaning of key concepts to make more clear. Ask yourself questions that force you to increase your understanding.

**Recite** say (out loud) the facts and ideas from the lecture. Tell a friend, or your dog. Make sure you fully understand key concepts. (This will transfer the information from your short term to your long term memory.) Recite facts and ideas without looking at these notes. Verify that you are correct; adjust if you are not.

**Reflect** consider the information. Why is it important? How can you apply this information? How does it fit into what you already know?

**Review** spend at least 10 minutes each week reviewing all previous notes to better retain the information.
Note-Taking and Study Skills

Before Class:

• Good study skills start before class.
• Read the Syllabus. Review the Outline of the class so you understand what will be covered.
• Read the assigned reading prior to class so that you understand what will be covered.
• **Highlight** important keywords and information in your text.
• Review important **keywords** and information prior to class (or as you are waiting for class to begin).
• Ask your professor to **clarify** anything that you didn't understand from the previous class.
• Arrange to **copy** someone else's notes if you know you will miss. Ask for them afterwards if you miss unexpectedly. Your professor can suggest a student that regularly takes good notes.
Note-Taking and Study Skills

During Class:

• **Attend** each session of class. This seems obvious to some, but many students do not attend class.
• Sit where you can best hear and **participate** in class. **Avoid distractions** such as noisy students, doorways, and windows, if they tempt you.
• **Pay attention** to what is being covered. Consider how the material fits in with what you already know. Consider how you will use it.
• Put away distractions: **cell phones** in particular.
• **Ask questions** during class. **Clarify** what you did not understand.
• Participate means **listening, asking questions, and engaging** with fellow students in projects, discussions, and other activities. Volunteer often for activities. Speak up during discussions.
• **Make eye contact** with your professor as they speak. This will help them gage your understanding of the material and make them more aware of you as a student.
Note-Taking and Study Skills

During Class:

• Have a dedicated space for note-taking. This can be on your laptop or in a notebook. You can use templates like the Cornell Note-Taking System to organize your notes.
• Write clearly. Do not cram everything into one page. Spread out the information so that you can clarify later.
• Give each section a Heading and underline it.
• New topics should have a new page of notes.
• Leave plenty of room between your entries in your notes.
Note-Taking and Study Skills

During Class:

• Write down keywords and their meanings. Write down key dates, events, and people.
• Define terms, even if you have to come back to your notes to do it.
• Write down examples provided in class to help clarify later. These will both make the topics clearer and more memorable for tests and later use.
• Use abbreviations and symbols so that you can write faster and keep up. Make a Key that explains both.
• Right after class you can read over your notes and fill in points that you didn't quite express with enough detail. Ask your professor for clarification if you need it.
Note-Taking and Study Skills

After Class:

• Use specific colors to highlight important points. You can add the highlighting after class as you review your notes and fill in gaps.
• For example, you could use green for important terminology, pink for important thinkers in the field of study, yellow for important dates and events, and blue for formulas.
• You can do this as you review your notes after class.
Note-Taking and Study Skills

Self-Quizzing

• Pull out Key Terms, Dates, Topics, and People from your Notes and the Textbook
• Use free online Quizzing and Flashcard sites such as: Brainfuse and Quizlet
• Add new key facts after each reading or class
• Review daily or weekly
• Cramming does NOT work
Note-Taking and Study Skills

Work with a classmate or someone else to Review your notes.

Flip through your flashcards or skim over the headings in your notes and textbook.

Does it seem familiar? Which elements do you need more practice?
Library Hours

**Estherville Library:**
Monday-Thursday: 7:30 am - 8:30 pm
Friday: 7:30 am - 4 pm

**Emmetsburg Library:**
Monday-Thursday: 8 am - 8 pm
Friday: 7:30 am – 5:30 pm
Saturday: 9:30-2:30pm

Not on either campus? Access our materials online from anywhere, and at anytime.

[www.iowalakes.edu/student-services/library/](http://www.iowalakes.edu/student-services/library/)

*Please note: Databases require a username and password to access off-campus. Please call library for more information.*
Need Help?

Email us!

smotter@iowalakes.edu

or

ilccebllibrary@iowalakes.edu