



# NOTE TAKING

## DO'S

- ◆ Attend all classes. You can't take notes if you aren't there.
- ◆ Review information and notes prior to class.
- ◆ Get a good seat! Sit near the front/middle. You will both see and hear better.
- ◆ Listen carefully.
- ◆ Be sure to capture main ideas and supporting details.
- ◆ Abbreviate when possible.
- ◆ If the instructor is too fast, capture as much information as possible and then clarify after class with instructor or ask questions.
- ◆ Stay organized. Keep all your notes in one place. Put the class and date on your notes to help keep them in order.
- ◆ Review notes after class. Preferably within 24 hours. This helps retain the information. Clarify missing details if needed. Some students learn best by rewriting or retyping their notes.

## DON'TS

- ◆ Don't sit near friends if you won't be able to concentrate.
- ◆ Don't doodle. It interrupts your concentration.
- ◆ Don't try to write everything. It's impossible. Stick to the main points and details.
- ◆ Don't give up. If you don't understand or the instructor is too fast some infor-

## ACADEMIC CENTER FOR ENRICHMENT (ACE)

The Academic Center for Enrichment (ACE), located in the Student Success Center, provides academic support to BC3 students. The ACE offers a variety of academic services designed to improve student performance including scheduling, tutoring, disability services, career information and transfer services. All students who are enrolled in credit courses are eligible to use the services of the ACE.

