Video Transcript for Note Taking Tips, Brought to you by the PCCC Writing Center

Slide 1: Note Taking Tips, Brought to you by the PCCC Writing Center

Slide 2: Why Take Notes? (Title)
- It promotes active listening.
- Provides an accurate record.
- Makes you aware of the material presented.
- Provides repetition.

Slide 3: Note taking Preparation (Title)
- REVIEW - Previous lecture notes.
- PREVIEW - All material related to the lecture.
- READ - Assigned reading.

Slide 4: Note Taking During Class
- Be an Active Listener
  - Sit in the front of the class.
  - Mentally block all distractions.
  - Be open-minded and willing to listen.
  - Participate in the lecture by asking questions or making comments.

Slide 5: Note Taking During Class (Title)
- Record the date and topic at the top of the page.
- Listen carefully for main points related to the subject matter.
- Look out for details (i.e., definitions, facts/explanations, examples, visuals).
- When in doubt, write it out.

Slide 6: Note Taking During Class (Title)
- Use abbreviations to help you write faster.
• Make an asterisk or highlight information that the professor says will be on a test.
• Leave some blank space to fill in more information later.

Slide 7: One Size Does Not Fit All (Title)
• You should approach each class differently.
  – What might work in an English class, probably will not work in a Math class.

Slide 8: Note Taking After Class (Title)
• Review your notes.
• Rewrite.
• Fill in the blanks.
• Formulate questions based on lecture notes.
• Recopy to make notes legible.

Slide 9: Taking Notes While Reading (Title)
• Pay attention to:
  – Headings
  – Details
  – Bold Face Vocabulary Words

Slide 10: Note Taking: A Summary

Be physically prepared:
• Come to class with your necessary material (i.e. pens, textbook, notebook).
• Sit in the front of the class.

Be mentally prepared:
• Follow the Review, Preview and Read Strategy.
• Come to class with an open mind and a will to listen.

Slide 11: Need more help? (Title)
Visit your campus Writing Center
Visit http://pccc.libguides.com/writingcenter
Click on “Meet with a Writing Consultant”
Register and make an appointment with WCOnline at http://pccc.mywconline.com

Can’t get to a campus?
Submit your writing to http://www.etutoring.org
Submissions are returned with feedback within 24 to 48 hours depending upon submission time

The Writing Center LibGuide
Visit: http://pccc.libguides.com/writingcenter
Slide 12: Got Questions (Title)
Email the Writing Center at writingcenter@pccc.edu