

COMMON PROBLEMS AND SOLUTIONS

Common Problems for Note-Takers	Possible Solutions
I try to write down EVERYTHING and I often end up missing information.	<ul style="list-style-type: none"> • Use abbreviations. • Ask a friend or the teacher to fill in the blanks after class.
I write great notes but I often can't read what I write.	<ul style="list-style-type: none"> • Use a computer for note-taking. • Record the lecture so that you can refer to it later.
I hear all the words but I often can't figure out what I should write down.	<ul style="list-style-type: none"> • Listen for key words and phrases such as: "The most important part..." or "Three key things to know are..." • Listen for repetition: if a word or phrase is repeated numerous times, it's probably important.
Sometimes I zone out when the speaker is talking.	<ul style="list-style-type: none"> • Pay attention to key words and phrases and WRITE THEM DOWN even if you don't feel like it; the more you write, the more you'll pay attention.
I don't quite catch the phrasing of something important because my teacher speaks too fast or I am busy writing down something else.	<ul style="list-style-type: none"> • Make a mark (a big question mark or an arrow) in your notes and check in with a friend or the teacher after class.
I've written down critical information but my notes seem disorganized.	<ul style="list-style-type: none"> • Review your notes after class: put asterisks next to important information and color-code connected information using highlighters. • Write down 3-5 key ideas at the top of your note page.