PROVIDING EFFECTIVE NOTES

# Appearance of Notes

* Main topics should be clearly defined.
* Use wide margins and indentations to separate information.
* Use effective formatting cues such as capitalization, underlining, and asterisks.

# Language

* Help facilitate reading by employing simple sentence constructions when needed.
* Define new vocabulary in simple terms.
* Give examples when needed.

# Organization

* Consider reworking the notes to put them in a clear logical sequence of information or outline. This may include checking spelling, adding emphasis, providing organizational strategies, completing words, adding punctuation, etc.

# Assignments and Tests

* It’s crucial that all information is recorded in detail concerning classroom expectations including assignments and tests.

# Feedback from Student

* Adapt the notes to meet the student’s language and instructional needs.

# Mechanics of Notetaking by Hand

* Record course name and date at top-right corner of the first page and number each page.
* Use plenty of white space.
* Write with black fine-point pen.
* Write legibly.
* Allow blank spaces for missed information.
* Use correct spelling.
* Use a cover page to clearly indicate the course name, date, any homework assignments, and other highly important information.