

Instructions for Note-Taking

Include the following information at the beginning of each note.

Name: _____

Date: _____

Topic: _____

Course Code: _____

Follow these steps while watching a video lecture or reading your textbook:

1. **Preview:** Skim through the chapter or video description to get an overview of key topics.
2. **Active Listening / Reading:** Focus on main concepts, definitions, and explanations. Pause the video if needed to jot down key points.
3. **Summarize in Your Own Words:** Avoid copying exactly the same words; instead, write the information in a way that makes sense to you.
4. **Use Visuals:** Draw diagrams, charts, and mind maps to better understand complex concepts.
5. **Highlight Key Terms & Questions:** Note down unfamiliar words or concepts to review later. You may use a highlighter or different colour.
6. **Review & Revise:** After finishing, go through your notes and clarify any confusing points. Add missing details if necessary.