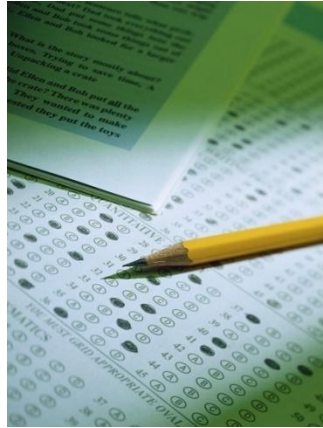


NOTE-TAKING – Handout 1



Note-Taking Survey

Read the items below and place a checkmark by the ones that you think you need to improve upon or be more consistent with. Remember that you may check as many as you want.

1. ___ I try to listen actively and I fight distractions.
2. ___ I have a separate notebook for each subject.
3. ___ I ask the teacher to clarify if I do not understand something.
4. ___ I leave blank spaces between important points, so I'll have room to write comments.
5. ___ I underline or otherwise identify what I think are the major points.
6. ___ I copy down whatever the teacher takes the time to write on the board.
7. ___ I sit in the front of the classroom in order to avoid distractions.
8. ___ I use abbreviations where possible.
9. ___ I write my notes legibly enough to be able to read and understand them later.
10. ___ I ask others for their notes if I was absent.
11. ___ Others can count on me to take good notes if they are absent.
12. ___ I keep my notebooks in a designated place and can locate them easily.
13. ___ I do not wait until the last minute to review my notes.
14. ___ I have a study buddy to compare notes with.

In the space below write down one or two things that you can do immediately to improve your note-taking. Be sure to make the effort to be consistent and follow through on making improvement.

(Place in binder)