

Populate the cue column *after* you've taken notes

- Analyze your notes for key information within 24 hours of taking them.
- Identify ideas, terms, processes, themes, people, concepts, formulas, etc. that you're required to know and understand. (Use single words and short phrases.)
- Create questions which elicit critical thinking, not one-word answers.
- Write questions directly across from the material that answers and explains them in your notes.
- Leave space or draw a line separating questions.
- During your analysis, if something is unclear, mark it with a prominent question mark and make a plan to ask your professor about it.

This entire process contributes to learning and retention by requiring you to

- Revisit your notes soon after taking them,
- Clarify understanding,
- Identify key information,
- Think like a professor and develop possible test questions,
- Identify what you need additional help with, and
- Create a Split-Page Test that you can use for ongoing rehearsal and test prep.

Take notes in this large section

- Take notes by hand—contributes to comprehension and retention.
- Don't try to write down everything your professor says. In other words, don't transcribe. Instead, analyze the lecture for the key information you need to know and understand. This is what it means to take notes!
- As you take notes, arrange them in a way that represents the relationship between ideas.
- Write legibly and leave white space to create a clean, organized appearance. This will make it easier for your second level of analysis when you populate the cue column and create your summary.
- Underline or circle headings and key words as you take your notes.
- Use concise and accurate paraphrasing.
- Use bulleted lists and abbreviations.
- Correctly sequence information.
- Include diagrams or tables if needed for clarification.
- Include examples if you need them to understand the material.

Develop a summary of your notes

Within 24 hours of taking notes in the large section above, use complete sentences to write a 3 to 4 sentence summary paragraph. It should cover the most important ideas represented in your notes and the relationship among these ideas. It should be accurate and include enough detail to call to mind the material covered here. (Each page of your notes should have a summary.)