

## **Eastern Mennonite University Academic Success Center**

### **How to Take Notes**

1. Write down the principle idea – not every word that is said.
2. A pen rather than a pencil is recommended.
3. Keep each subject in a separate spiral notebook.
4. Be ready to take notes when the class begins.
5. Listen, concentrate. If you do not understand something, ask about it.
6. Write, write. It is better to take too many notes than not enough.
7. Write clearly so you can understand your notes.
8. After awhile you will develop your own “shorthand.”

### **Some Shorthand Suggestions**

w/	with	>	greater than
@	at	<	less than
w/o	without	=	equals
acc	according to	b/c	because

-source unknown