



Skip lines between ideas.

Do not crowd a lot onto one page. White space on a page makes the notes easier to read and lets students write their own comments.

When a page is packed with writing, it is hard to see what is important.

★ Signal important information. ★

Use a box, stars, or other indicators to mark important information, such as

- Key formulas or concepts
- Assignments and due dates
- Class announcements (such as cancellations or room changes)

Whatever indicator you use, *be consistent* so it means the same thing every time.

Headings

Every page must have a heading that includes

- class name or number
- date and time
- page number

Margins

Leave 1½ - 2 inches on all sides of the page to keep notes from looking crowded and to give the student room to add his or her own notes later.

Indicating Activities

Try to reflect activities other than lectures such as

- Demonstrations

Example: Lighting the Bunsen burner - check the connection, position the lighter before turning on the gas.

- Videos or other media slides

Example: Manet's "Olympia": stark lighting, confrontational gaze.

Indicating Speakers

Note if a comment in the notes came from someone besides the teacher. Some common indicators note takers use are

- SA: Student Answer
- SC: Student Comment
- SQ: Student Question
- TA: Teacher Answer
- TC: Teacher Comment
- TQ: Teacher Question

References

When the teacher refers to a textbook, video, or other source, make it clear.

Charts, diagrams, and drawings

If a concept is easier to convey as a picture instead of words, do it that way, especially when the teacher provides a model.

Make sure you label diagrams correctly.

Abbreviations

If you will need to write the same name or term many times, use an abbreviation, being sure to say what it is and use it consistently.

E.g., 1498: VDG arrives in India (VDG = Vasco da Gama).

or Many people are familiar with the term *TR but not the real meaning

*TR = Einstein's Theory of Relativity.