

TAKING

LECTURE NOTES

★ The Goal ★

Capture the lecturer's ideas as accurately and fully as possible in the order the ideas are delivered, to allow for analyzing, reflecting and making them your own.

★ The Reason ★

To make a record of the lecture to fill and repair the enormous gaps created by the massive and rapid forgetting that will take place during and after the lecture, and especially with the passage of time.

★ 5 Essential Steps for Mastering Your Notes ★

1
Record the information

2
Reduce the ideas to a key word or phrase in the left-hand margin

3
Recite it without looking at it, and if you can't, you don't know it

4
Review to get a complete picture of the ideas that were recited

5
Reflect by speculating on the implications of the facts and concepts